



Getting Started

The following checklist provides guidance for determining the appropriate supplemental documents that should be submitted alongside the ADU standard plans. Please refer to the linked policies and forms included within each checklist item for more information. To confirm which of the following supplemental documents may be required for your proposed project please speak with a Building Engineer (949.644.3265).



Fees

All City fees associated with plan review and construction on accessory dwelling units in the city are waived through December 2024. Additional non-city fees may still apply. Please speak with a permit technician for additional details (949.718.1888).

The tables below outline the non-City fees that may apply:

Sanitation Fees
OC Sanitation District
Costa Mesa Sanitation District
Irvine Ranch Water District

State Fees
Green building fee
California Seismic safety fee

School Fees
(Floor additions with an area of 500 square feet or more)
Newport Mesa Unified School District
Laguna Beach Unified School District
Santa Ana Unified School District



ADDITIONAL DOCUMENTS REQUIRED PRIOR TO BUILDING PERMIT ISSUANCE

Title 24 Energy Analysis

Documentation which demonstrates that the building has been designed so that its energy efficiency design rating meets or exceeds the standard design in accordance with the current addition of the California Energy Code. (California Code of Regulations, Title 24, Part 6, California Energy Code)

- Required for all projects due to increase in conditioned/heated floor area.

Civil Drawings/Drainage

A plan prepared by a licensed California Qualified Professional Engineer or Architect, which shall include corrected original ground surface elevations and, if necessary, graded ground surface elevations, lot drainage patterns, manufactured slope inclination, and location of all drainage facilities and subdrains. Depending on proposed building siting and existing topography a drainage plan using the City Standard Residential Minor Drainage Plan may be all that is required. ([Policy Admin 3](#))

- Required for detached ADUs with certain topography. Sloped or hilly lots or where significant grading is proposed.
- [2022 Standard Residential Minor Drainage Alteration Plan](#)

Topographic/Line and Grade Drawings

A topographic survey that maps the boundaries, height, depth, size and location of any manmade or natural features on a given parcel of land, as well as the changes or contours in elevation throughout the parcel. Property corner monuments to establish legal boundaries of the property in the field may be required for work near the property line.

([Policy Admin 302.3](#))

- Required for detached ADUs under the following conditions (not inclusive):
 - Boundary survey or markers on site required for all detached new construction.
 - Survey may be required for sloping ground or where new grading is proposed.
 - Survey is always required for new detached construction in Special Flood Hazard Areas.

Geotechnical Report

A report that includes a statement of preparer's qualifications, an analysis of the geologic conditions on-site, certifying the suitability of the site for development, and identifying necessary mitigation measures. ([Policy CBC 1803.5](#))

- Required for detached ADUs under the following conditions:
 - Projects proposing 500 square feet or more in the liquefaction or landslide areas.
 - Projects proposing 1,000 square feet or more in total in all other areas.
 - Use [GIS Interactive Maps](#) to help identify liquification and landslide areas.

Flood Zone Cost Determination

The cost determination form is used to determine if a project located within a Special Flood Hazard Area exceeds the federally established limits for substantial improvement/substantial damage (SI/SD). Buildings that exceed the SI/SD limits are required to be brought into compliance with National Flood Insurance Program requirements for new construction including requirements for lowest floor elevation above the Base Flood Elevation. Regardless of cost determination all new detached structures in special flood hazard areas shall comply with the requirements for new construction including requirements for lowest floor elevation above the Base Flood Elevation. ([Policy CBC 15.50](#), [Substantial Improvement Cost Determination](#))

- Required for garage conversions in special flood hazard areas.
- Link to [AO Flood Zone Form](#).
- [FEMA Flood Management Website](#)



ADDITIONAL DOCUMENTS REQUIRED DURING CONSTRUCTION

Please be advised that during construction, the following list of additional documents may be required to show compliance with the submitted plans prior approval of the final building inspection (see the deferred submittal section of the City standard plan for additional information). Please speak with a Building Engineer to confirm if any of the additional documents will be needed.

- Solar PV** – May be required based on the results of the Title 24 Energy Analysis.
 - Where performance based design is utilized to show where performance based design is utilized for compliance with the California Energy Code and the approved CF-1R form shows that solar power generation is required. Solar PV equipment shall be installed under separate review and permit prior to final inspection on the ADU.

- Sound Attenuation** – May be required depending on heating / air conditioning selections.
 - Newport Beach Municipal Code 10.26.045 - Heating, Venting, and Air Conditioning Special Provisions.
 - 2022 Standard A/C Condenser Noise Analysis Plan

- Truss Shop Drawings** – Required for the roof construction shown on the standard plan.
 - Contractor will provide Truss Shop Drawings to City Building Division for review and approval prior to installation.

- Fire Sprinklers** – Required when the existing main residence has fire sprinklers (Newport Beach Municipal Code 15.04.090)
 - Contractor will provide Fire Sprinkler Design Documents to the City Fire Protection Division for review.



Questions

CITY OF NEWPORT BEACH

PLANNING & BUILDING DIVISIONS

7:30 – 5:30 Mon-Thu, 7:30 – 4:30 Fri

1st Floor Bay C, 100 Civic Center Drive

Planning line: 949.644.3204

Permit Counter: 949.718.1888

[Planning Division website](#)

[Building Division website](#)

[ADU Website](#)



CITY OF NEWPORT BEACH

ADU STANDARD PLAN CHECKLIST