



Commercial & Residential Rough Grading Guide

Introduction

A rough grading permit is for the review and approval of excavation and grading as regulated by the Building Code. *The permit does not include any utilities, paving, curbing or construction of permanent surface facilities.*

In general, a grading permit is required for projects that have excavations greater than two feet in depth or fills in excess of one foot in depth with a fill volume greater than fifty cubic yards of material.

Typical rough grading permit examples:

- Commercial Site preparation as part of a phased commercial building permit process where excavation may include earth removal for a future basement or foundation.
- Commercial projects where clearing of the site (i.e. grubbing) is required prior to installing utilities and structures, and other earthwork is needed to create interior driveways or parking lots, or structural fill for building pads.
- Residential Subdivision and individual hillside lot projects where clearing of the site or soil compactions is required prior to installing utilities and structures.

The Process

Plans will be routed through Planning, Public Works, and Erosion & Sediment Control prior to permit issuance.

Depending on the project's size and location, Public Works may also require:

Plan Review

- Developer and Engineer shall agree to sign a list of grading permit conditions prepared by Public Works.
- Bonding based on the scope of the project.
- For projects involving significant fills (fill depth over 12 inches), a set of fill placement, inspection and testing specifications shall be provided and approved by Public Works.
- For Projects where the amount of cuts and fills do not balance, the developer or engineer shall describe methods to dispose of excess material or to import materials required to achieve grading limits shown on grading plans. Additional conditions may be placed when unbalanced earthwork conditions exist.
- If any structural fill for pad sites will be installed as part of the work, it is to be so noted and a Geotechnical/Soils Report shall be provided with specifications and compaction requirements. Special Inspection is required for structural fill.

Plan Review and Permit Fees

An Erosion & Sediment Control Fee shall be paid at the time of submittal.

- Rough Grading Plan Review Fees and Permit Fees are based on the volume (cubic yards) of material being moved.
- Remaining Grading Plan Review Fees and Permit Fees are due at permit issuance.

Additional fees may be charged for the following:

- Public Works Grading Inspection Fee. This fee is for the site inspection of grading work.

Additional Information

- For development in a hillside or floodplain, planning approvals must be obtained prior to submitting for a grading permit.
- The application review time is approximately 10-15 business days for the first review.