



### **Grading Permit Checklist**

1. One Completed Building Permit Application.
2. Site plan prepared by a licensed California architect or engineer drawn to scale showing the location of the site, property lines, north arrow, easements and all existing and proposed development.
3. A grading plan shall show the existing grade and finished grade in contour intervals of sufficient clarity to indicate the nature and extent of the work and show in detail that it complies with the requirements of Appendix J of the California Building Code. The plans shall show the existing grade on adjoining properties in sufficient detail to identify how grade changes will conform to the requirements of the Building Code.
4. A plan showing the elevations, dimensions, location, extent and slopes of proposed grading using contours or other suitable means.
5. The plan shall state the estimated quantities of excavation and fill material.
6. A geotechnical report prepared by a registered design professional shall be provided. The report shall contain not less than the following:
  - a. The nature and distribution of existing soils.
  - b. Conclusions and recommendations for grading procedures.
  - c. Soil design criteria for any structures or embankments required to accomplish the proposed grading.
  - d. Where necessary, slope stability studies, and recommendations and conclusions regarding site geology.

Exception: A geotechnical report is not required where the building official determines that the nature of the work applied for is such that a report is not necessary.

**SITE PLAN CHECKLIST**  
*(Site plans must contain all applicable information contained in this checklist)*  
**\*\*\*incomplete site plans will not be accepted\*\*\***

**SITE PLAN FORMAT:**

The site plan shall include the following:

- Size: 24" x 36"
- North arrow pointing towards the top of the page
- Location and names of all streets and easements bordering on the property with access details
- All property lines or boundary lines of the parcel with dimensions
- Vicinity map showing the location of the property in relation to surrounding streets

**PROJECT DETAILS:**

- Identify and label all existing and proposed structures with dimensions, square footage, and distances from other structures and property lines
- Identify and label all existing structures proposed for removal
- Identify the location, dimensions and surface material of all existing and proposed parking and driveways  
(See Chapter 9-1015 of the Development Title for Parking & Loading Regulations)

**SERVICES:** *(If public services will be utilized, a "will-serve" letter must be submitted from the service provider.)*

**Well:** *(Contact the Environmental Health Department at 209-468-3420 for well regulations)*

- Identify and label existing and proposed private water wells on-site
- Identify and label any off-site private wells within 200 feet of the property boundaries

**Wastewater Treatment:** *(Contact the Environmental Health Department at 209-468-3420 for questions regarding wastewater)*

- Identify and label existing and proposed private wastewater treatment systems (septic tanks)
- Identify and label all existing and proposed septic systems with dispersal fields (leach lines)

**Storm Drainage:** *(Contact the Department of Public Works at 209-468-3000 for questions regarding stormwater regulations)*

- Identify and label existing and proposed storm drainage facilities

**TOPOGRAPHY:**

- Identify any unusual topographic features of the site such as steep slopes and drainage courses
- Identify topographic contours
- Identify any surface water (streams, ephemeral streams, irrigation canals, aqueducts, etc.) within 1 mile of all property boundaries (Note: If the surface water is not located adjacent to the subject property, a note on the site plan with approximate location is sufficient.)

**LANDSCAPING:**

- Identify and label existing and proposed landscaping. (See Chapter 9-1020 of the Development Title for Landscaping Regulations)
- Identify any trees proposed for removal

**FENCING & SCREENING:**

- Identify the location and type of existing and proposed fencing and screening. (See Chapter 9-1022 of the Development Title for Fencing & Screening Regulations)