



## Permit Submittal Guide for AS-BUILT GRADING

### INTRODUCTION:

As-built grading means grading performed in the field without first obtaining the necessary construction permit/s allowing the intended grading work.

**AS-BUILT GRADING POSES UNIQUE PROBLEMS TO YOU** because the plan review & inspections occur after the work has been performed. **In some cases this type of grading may need to be restored to its original (natural state)**, if so determined by the Department of Planning and Building. Besides your normal permit fees you will also be required to pay violation fees as well as other professional fees. All as-built grading projects do not necessarily follow the same procedure. The review process will be unique to each situation. **ALL OF THIS CAN BE COSTLY TO YOU IN MONEY AS WELL AS IN TIME.**

Once it has been determined by the Department of Planning and Building that a grading permit is required you are required to do the following:

### STEP #1:

- Secure a registered civil engineer to prepare necessary plans showing all work performed. The licensed professional shall certify that the work performed meets the California Building Code (CBC) & County Ordinances. Often civil engineers who prepare plans may not elect to certify the work performed and may require a soils engineer to do so. NO additional grading will be allowed without proper permits.
- The soils engineer may require a geotechnical investigation & geology report. Destructive testing and/or other mitigation may be required to certify the work.
- All plan sheets shall be signed and stamped by the engineer of record (EOR).
- A detail sedimentation and erosion control plan prepared by the EOR will be required and immediate attention to secure the site during the rainy season maybe required.

### STEP #2. GRADING & DRAINAGE PLANS:

- Submit all plans prepared by a California registered civil engineer showing the entire scope of work as well as existing site contours prior to non-permitted grading, and newly graded contours in 1 or 2 foot intervals or as approved by the Building Official.
- Note on plans the following:
  - Quantities of cut & fill,
  - Area of disturbance,
  - Percent (%) slope of existing grading prior to as-built grading,
  - Finish floor or pad elevations,
  - Driveway entrance at the edge of pavement or elevations of edge of pavement when fronting a county road.
- Do NOT include any additional or new work other than work done to date. Any additional or new work will require a separate grading permit.
- Show any retaining walls included with the as-built application. Include structural calculations & observation & a testing program.
- Show area of work where grading was performed, identify the areas of cuts & fills. Show any modification to the existing drainage system.
- Provide a written scope of work on the plans. Clearly state the use of graded area.
- Provide sedimentation, erosion control and re-vegetation plans prepared by the EOR. Show devices, methods, & provide details.
- If the project is over 1 acre of disturbance, then a Storm Water Pollution Prevention Permit (SWPPP) will be required. It will be necessary to contact Regional Water Quality Control Board (RWQCB) prior to issuance of the permit at 541-3147.  
[www.swrcb.ca.gov/stormwtr/contact/html](http://www.swrcb.ca.gov/stormwtr/contact/html)

After your application is submitted and while it is being processed, additional requirements may be needed to rectify the as-built grading. For example you may be required to submit Hydrology calculations, a soils report, a Geotechnical report, a Geology report, as well as obtain County approvals showing that your work meets the California Environmental Quality Act, Flood Hazard and Fire Agency requirements, Storm Water Pollution Prevention Permit (SWPPP) permit requirements, Army Corps, Fish & Game, Regional Water Quality Control Board (RWQCB) and other Special Land Use permit requirements.

### STEP #3. PLAN REVIEW SUBMITTALS AND PROCESSING PROCEDURES:

Provide the following items when applying for an as-built grading permit:

- Construction Permit Application
- Land Owner Consent form
- Signed Information Disclosure Form
- Signed Division of Occupational Safety & Health Hazard (DOSH) form
- Vicinity Map
- 3 Complete sets of Grading Drainage, Sediment & Erosion Control Plans prepared by the Engineer of Record (EOR).
- 2 copies of the Grading Certification Report including Observation & Testing. The licensed professional (EOR) shall certify that the work performed meets the California Building Code and county ordinances.
- 2 copies of the Required Soil, Geotechnical and Geology Reports.
- Pay necessary permit fees
- An intake planner will screen your application to determine the level of permit processing.

- Your application and plans will be reviewed by the Planning & Building, Public Works, and Fire Departments.
- Once you have satisfied all department and agency requirements, the as-built grading permit will be issued.

### STEP#4. INSPECTION PROCEDURES:

- The Plan review section as well as the inspection section will provide specific direction about how to complete the inspection process once the permit is issued.
- The Engineer of Record (EOR) shall submit to the County Planning and Building Department all required EOR inspection reports and certifications.
- Once all grading work is completed and the Engineer of Record's reports / certifications are submitted to the County Department of Planning and Building a final inspection will be performed by the department for the as-built grading permit.