



GRADING PERMIT GUIDANCE & CHECKLIST

This document's purpose is to assist an applicant in determining if their proposed scope of work warrants application for a grading permit and provides all necessary information needed for Engineering to complete its review of a grading permit application. Each project is unique and may have submittal requirements in addition to the ones listed below. Check with a member of our engineering staff to confirm exactly which documents you will be required to submit.

A GRADING PERMIT IS REQUIRED FOR THE FOLLOWING ACTIVITIES:

- Soil disturbance of 1 acre or greater of land.
- Excavation resulting in a cut bank over eight (8) feet in height.
- Fill depths exceeding five (5) feet in height on existing grades with slopes steeper than one unit vertical in five units horizontal (20-percent slope).
- Cut or Fill slopes within two (2) feet of a property line.
- Excavation and stockpiling of caves and cave spoils.
- Pond or reservoir construction.
- Earthwork which creates a roadway or access drive whose contiguous length exceeds one-hundred fifty (150) feet on slope greater than five (5) percent; or earthwork which creates a roadway or access drive of any length whose longitudinal slope exceeds sixteen (16) percent.
- The alteration and/or modification to a County maintained roadway.
- Earthwork which poses a threat to public safety or to the environment, as determined by the Engineering Manager

THE FOLLOWING ACTIVITIES ARE EXEMPTED FROM REQUIRING A GRADING PERMIT:

- Grading in an isolated, self-contained area, provided there is no danger to the public and that such grading will not adversely affect adjoining properties, as determined by the Engineering Manager.
- For the incidental grading, filling, excavating, storing, and/or disposing of material as part of construction of structures and retaining walls if authorized by a valid building permit.
- Cemetery graves.
- Refuse disposal sites controlled by other regulations.
- Excavations for wells, or trenches for utilities.
- Mining, quarrying, excavating, processing or stockpiling rock, sand, gravel, aggregate, or clay controlled by other regulations, provided such operations do not affect the lateral support of, or significantly increase stresses in, soil on adjoining properties.
- Exploratory excavation performed under the direction of a registered design professional.
- The production of planted agricultural crops.

All excavations, grading and earthwork construction, including fills and embankments, shall comply with requirements outlined in Napa County Code Title 15, Article II; Chapter 16.28; and Chapter 18.108; including California Building Code Chapter 1705A.6 for soil special inspections. All Civil Improvement Plans (e.g. Grading and Drainage Plans) shall be prepared by or under the direction of a registered civil engineer, licensed architect, land surveyor, or registered designer, unless waived by the County Engineering Manager.

New grading permit applications require the following documents to be complete. Use this checklist as a guide to help you prepare your submittal material. All Civil Improvement Plans shall be prepared on 24"x36" sheets and drawn to scale. Each project is unique and may have submittal requirements in addition to the ones listed below. Check with a member of our engineering staff to confirm exactly which documents you will be required to submit.

GENERAL REQUIREMENTS FOR ALL GRADING PERMIT SUBMITTALS:

- Grading Permit Application and deposit of \$2,000 to open billing account.
- Three (3) sets of Civil Improvement Plans stamped and signed (PDF copy shall be provided at issuance). Additional plans may be requested for other division or department review.
- Two (2) copies of the Geotechnical/Soils report. Soils reports older than ten (10) year will require a current update letter stamped & signed by the project's Geotechnical Engineer. (PDF copy shall be provided at issuance).
- Completed Project Guidance for Stormwater Compliance checklist.
- Stormwater Control Plan (if applicable).
- Drainage Study (if applicable).
- Supporting calculations as necessary (e.g. cut/fill volume, detention storage, etc.).
- Complete and signed Special Inspection Form (if applicable).

CIVIL IMPROVEMENT PLANS SHALL CONTAIN THE FOLLOWING INFORMATION:

- Job site address, Assessor's Parcel Number (APN), sheet index, and date of plan preparation.
- Names, addresses, phone numbers of the property owner, contractor, design professionals and consultants with titles and registration numbers.
- Signature/stamps of design professional, unless waived by the County Engineering Manager.
- Written description of "Scope of Work" for the project.
- Site Plan and Vicinity Map with north point, scale, legend, and street name(s).
- Project notes (e.g. general project notes, grading notes, utility notes, etc.)
- Estimated earthwork quantities of excavation, fill, export, and import.
- Total disturbed soil area and limits of disturbance.
- Property limits (dimensions and bearings).
- Existing easements for utilities, drainage and/or right-of-way.
- FEMA Flood Zone boundaries and Panel Number (if applicable).
- Location of natural water courses and associated setback limits.
- Original and finished contours (5 foot maximum and 25 feet beyond the property limits).
- Identification of cut/fill contact (daylight) lines.
- Location of temporary and/or permanent disposal areas for excess soil spoils (if applicable).
- Location, dimensions, grades and elevations of all existing and proposed buildings, pads, septic systems, paving structures, parking, roads, driveways, drainage infrastructure, drainage patterns, wells and other improvements on the property (including those items listed above that fall on any adjacent property within 25 feet of the property limit).
- Civil details and sections, including benching details when fill is placed over slopes exceeding 5:1.
- Accessible parking and path of travel (as applicable for commercial development).
- Plan and profile of any new or reconstructed roadways and/or access drives.
- Location, type and size of all trees including types of protections or removal.
- Erosion and Sediment Control Plan, notes and details.