GENERAL INITIAL GRADING PERMIT SUBMITTAL PACKAGE COUNTER CHECKLIST

This is a preliminary review by Building Services staff for intake of grading and erosion control plans in rural areas. This does not constitute a complete grading plan review. The building engineer will review the submitted package and notify the permitee by written letter if there are any additional plan corrections and/or submittal requirements.

A grading permit will not be issued for development of any building site or roadway where it has been shown that grading activity will permanently alter existing material on slopes greater than or equal to 20% without both geotechnical engineering reports and engineering geologist reports.

GRADING PERMIT SUBMITTAL REQUIREMENTS

- Three (3) sets of grading and drainage plans must be submitted for review
- Submit a statement as to specific intentions or ultimate purpose for the proposed grading work.
- Grading shall conform to the and Clean Water Services Erosion Control Standards.
- Plans must include tax lot numbers, site address, applicant name and phone number on the first sheet of plans
- Plans must be scaled, legible and either prepared in blue ink process or photocopy
- Plans should be prepared with lettering of sufficient contrast to be readable when microfilmed
- All engineering grading plans must be wet signed and dated by the design engineer.

N/A = Not Applicable   N/S = Not Sure

Applicant Complete  Bldg. Svcs. Only

1. MINIMUM and MAXIMUM PAGE/SHEET SIZE 11” X 17”and 36” X 48”  □ N/A □ N/S □ REQUIRED  □ ACCEPTED
2. VICINITY & SITE PLAN (showing two major public streets)  □ N/A □ N/S □ REQUIRED  □ ACCEPTED
3. THREE (3) SETS GEOTECHNICAL ENGINEERING REPORT  □ N/A □ N/S □ REQUIRED  □ ACCEPTED
4. THREE (3) SETS ENGINEERING GEOLOGIST REPORTS (if applicable)  □ N/A □ N/S □ REQUIRED  □ ACCEPTED
5. GRADING AND DRAINAGE CALCULATIONS (if applicable)  □ N/A □ N/S □ REQUIRED  □ ACCEPTED
6. GRADING PLAN INDICATE PROPERTY LIMIT  □ N/A □ N/S □ REQUIRED  □ ACCEPTED
7. GRADING PLAN INDICATE LOCATION OF ALL EXISTING & PROPOSED (Buildings, septic systems, paving structures, wells, etc)  □ N/A □ N/S □ REQUIRED  □ ACCEPTED
8. GRADING PLAN INDICATE ORIGINAL AND PROPOSED CONTOURS  □ N/A □ N/S □ REQUIRED  □ ACCEPTED
9. GRADING PLAN INDICATE BUILDING PAD & FINISH FLOOR ELEV.  □ N/A □ N/S □ REQUIRED  □ ACCEPTED
10. GRADING PLAN INDICATE CUT/FILL QUANTITIES AND LOCATIONS  □ N/A □ N/S □ REQUIRED  □ ACCEPTED
11. CROSS-SECTION OF BUILDING PAD INDICATE CUT/FILL CONTACT LINES  □ N/A □ N/S □ REQUIRED  □ ACCEPTED
12. GRADING PLAN INDICATE ALL CUT/FILL SLOPES BE 2:1 OR FLATTER OR AS RECOMMENDED BY GEOTECH ENGINEER  □ N/A □ N/S □ REQUIRED  □ ACCEPTED
13. DRAINAGE IS 2% MIN. AWAY FROM HOUSE FOR 3 FEET MINIMUM  □ N/A □ N/S □ REQUIRED  □ ACCEPTED
14. GRADING PLAN INDICATE ROOF & SITE DRAINAGE PIPE OUTLETS WITH RIP-RAP DETAIL (if applicable)  □ N/A □ N/S □ REQUIRED  □ ACCEPTED
15. PRIVATE ROADS AND DRIVEWAYS INDENTIFICATIONS ON PLANS  □ N/A □ N/S □ REQUIRED  □ ACCEPTED
16. GRADING PLAN INDICATE A REFERENCE SURVEYOR BENCHMARK  □ N/A □ N/S □ REQUIRED  □ ACCEPTED
17. GRADING PLAN INDICATE SOIL COMPACTION TO BE 90% MINIMUM  □ N/A □ N/S □ REQUIRED  □ ACCEPTED
18. GRADING PLAN INDICATE EROSION & SEDIMENTATION CONTROL MEASURES  □ N/A □ N/S □ REQUIRED  □ ACCEPTED
19. SEPARATE BLDG. PERMIT APPLICATIONS SHALL BE SUBMITTED FOR RETAINING WALLS AND BRIDGES  □ N/A □ N/S □ REQUIRED  □ ACCEPTED

COMMENTS: __________________________________________________________________________

RECEIVED BY _________________________________ DATE _______________

WASHINGTON COUNTY BUILDING DIVISION ONLY

ACCEPTED BY _________________________________ DATE _______________