



WASHINGTON COUNTY

Building Services Section, Development Services,
Department of Land Use & Transportation,
155 N. First Ave., Suite 350 MS-12, Hillsboro, OREGON 97124-3072

GENERAL GRADING PERMIT SUBMITTAL PACKAGE CHECKLIST Form G03

Parcel #

Address:

Development #

The submittal, review and approval process involved with a grading permit rely on effective communication between the design team and the Building Services staff in order to be successful. To this end, Building Services has established the grading submittal package checklist as a forum for improved project coordination. The building engineer will review the submitted package within **thirty days** of receipt of a complete grading submittal package and will notify the customer's design team via email a written grading review letter which will list any additional plan corrections and/or submittal requirements.

A grading permit will not be reviewed unless it is accompanied by a geotechnical report for the site and/or if the grading plan is not stamped by a civil engineer when required. See [Grading Ordinance 689](#) for further submittal information.

GRADING PERMIT SUBMITTAL REQUIREMENTS

- Grading and drainage plans must be submitted for [electronic review](#) through Project Dox.
- Submit a statement as to specific intentions or ultimate purpose for the proposed grading work and provide a drainage narrative discussing any perimeter drainage impacts.
- Grading shall conform to Clean Water Services Erosion Control Standards.
- Plans must be scaled and legible.
- All engineering grading plans must be signed and dated by the design engineer. Electronic signatures are accepted.

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

| | <u>Applicant Complete</u> | | | <u>Bldg. Svcs. Only</u> |
|--|-------------------------------------|-------------------------------------|--|--|
| 1. MINIMUM and MAXIMUM PAGE/SHEET SIZE 11" X 17" and 36" X 48" | | | <input type="checkbox"/> <u>REQUIRED</u> | <input type="checkbox"/> <u>ACCEPTED</u> |
| 2. VICINITY & SITE PLAN (showing three major public streets) | | | <input type="checkbox"/> <u>REQUIRED</u> | <input type="checkbox"/> <u>ACCEPTED</u> |
| 3. GEOTECHNICAL ENGINEERING REPORT | <input type="checkbox"/> <u>N/A</u> | <input type="checkbox"/> <u>N/S</u> | <input type="checkbox"/> <u>REQUIRED</u> | <input type="checkbox"/> <u>ACCEPTED</u> |
| 4. ENGINEERING GEOLOGIST REPORTS (if applicable) | <input type="checkbox"/> <u>N/A</u> | <input type="checkbox"/> <u>N/S</u> | <input type="checkbox"/> <u>REQUIRED</u> | <input type="checkbox"/> <u>ACCEPTED</u> |
| 5. GRADING AND DRAINAGE CALCULATIONS (if applicable) | <input type="checkbox"/> <u>N/A</u> | <input type="checkbox"/> <u>N/S</u> | <input type="checkbox"/> <u>REQUIRED</u> | <input type="checkbox"/> <u>ACCEPTED</u> |
| 6. GRADING PLAN INDICATING PROPERTY LIMITS | | | <input type="checkbox"/> <u>REQUIRED</u> | <input type="checkbox"/> <u>ACCEPTED</u> |
| 7. GRADING PLAN INDICATING LOCATION OF ALL EXISTING & PROPOSED Buildings, septic systems, paving structures, wells, etc. | <input type="checkbox"/> <u>N/A</u> | <input type="checkbox"/> <u>N/S</u> | <input type="checkbox"/> <u>REQUIRED</u> | <input type="checkbox"/> <u>ACCEPTED</u> |
| 8. GRADING PLAN INDICATING ORIGINAL AND PROPOSED CONTOURS | <input type="checkbox"/> <u>N/A</u> | <input type="checkbox"/> <u>N/S</u> | <input type="checkbox"/> <u>REQUIRED</u> | <input type="checkbox"/> <u>ACCEPTED</u> |
| 9. GRADING PLAN INDICATING BUILDING PAD & FINISHED FLOOR ELEVATION | <input type="checkbox"/> <u>N/A</u> | <input type="checkbox"/> <u>N/S</u> | <input type="checkbox"/> <u>REQUIRED</u> | <input type="checkbox"/> <u>ACCEPTED</u> |
| 10. GRADING PLAN INDICATING CUT/FILL QUANTITIES AND LOCATIONS | <input type="checkbox"/> <u>N/A</u> | <input type="checkbox"/> <u>N/S</u> | <input type="checkbox"/> <u>REQUIRED</u> | <input type="checkbox"/> <u>ACCEPTED</u> |
| 11. CROSS-SECTION OF BUILDING PAD INDICATING CUT/FILL CONTACT LINES, DRIVEWAY, PRIVATE STREETS AND/ OR PARKING LOT | <input type="checkbox"/> <u>N/A</u> | <input type="checkbox"/> <u>N/S</u> | <input type="checkbox"/> <u>REQUIRED</u> | <input type="checkbox"/> <u>ACCEPTED</u> |
| 12. GRADING PLAN INDICATING ALL CUT/FILL SLOPES BE 2:1 OR FLATTER OR AS RECOMMENDED BY GEOTECH ENGINEER | <input type="checkbox"/> <u>N/A</u> | <input type="checkbox"/> <u>N/S</u> | <input type="checkbox"/> <u>REQUIRED</u> | <input type="checkbox"/> <u>ACCEPTED</u> |
| 13. PROFILE FOR DRIVEWAY AND STREETS IF OVER 10% SLOPE | <input type="checkbox"/> <u>N/A</u> | <input type="checkbox"/> <u>N/S</u> | <input type="checkbox"/> <u>REQUIRED</u> | <input type="checkbox"/> <u>ACCEPTED</u> |
| 14. GRADING PLAN INDICATING ROOF & SITE DRAINAGE PIPE OUTLETS WITH RIP-RAP DETAIL (if applicable) | <input type="checkbox"/> <u>N/A</u> | <input type="checkbox"/> <u>N/S</u> | <input type="checkbox"/> <u>REQUIRED</u> | <input type="checkbox"/> <u>ACCEPTED</u> |
| 15. SETBACK FIGURE (FIGURE 4) OR CALL OUT LIMITS OF DISTURBANCE FOR ENTIRE PROPERTY LINE AREA TO MEET SETBACK REQUIREMENTS (i.e. 2 feet minimum to 20 feet maximum) | | | <input type="checkbox"/> <u>REQUIRED</u> | <input type="checkbox"/> <u>ACCEPTED</u> |
| 16. GRADING PLAN INDICATING EROSION & SEDIMENTATION CONTROL MEASURES LOCATION AND DETAILS | <input type="checkbox"/> <u>N/A</u> | <input type="checkbox"/> <u>N/S</u> | <input type="checkbox"/> <u>REQUIRED</u> | <input type="checkbox"/> <u>ACCEPTED</u> |
| 17. SEPARATE BLDG. PERMIT APPLICATION AND CALCULATIONS/DEISGN SHALL BE SUBMITTED FOR RETAINING WALLS AND BRIDGES | <input type="checkbox"/> <u>N/A</u> | <input type="checkbox"/> <u>N/S</u> | <input type="checkbox"/> <u>REQUIRED</u> | <input type="checkbox"/> <u>ACCEPTED</u> |