



CITY OF VALLEJO

Central Permit Center

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GRADING PERMIT GUIDELINES

What is a Grading Permit?

(Vallejo Municipal Code Chapter 12.40)

A grading permit is a staff level review of the site grading on a proposed project. Grading shall be defined as any excavation or filling or combination thereof on any private property.

When is a grading permit required?

A grading permit is required when conducting any grading, clearing, brushing, or grubbing on natural or existing grade that is preparatory to grading. The requirements also include any cut equal or greater than 3' in depth, any fill equal or greater than 1' and greater than 50 cubic yards.

What must I submit?

Completed application for Land Grading Permit including Assessor's Parcel Number

Pay Initial Plan Check Fees based on Preliminary Cost Estimate

Submit for review and approval 3 sets of grading plans, 3 sets of erosion control plans and 2 copies of the geotechnical investigation report for the project.

Cost estimates, per City Cost Estimate Guidelines (see handout)

Letter of permission for any off site grading over other's properties, if any

Letter from utility companies having easement on property, if any, permitting grading over easements

Certificate of Insurance insuring the City if the work is being performed on City property, City easement or right of way

Obtain written clearance from other agencies such as Vallejo Sanitation & Flood Control District, California Water Resource Control Board, Army Corps of Engineers, California Department of Fish and Game, Bay Conservation and Development Commission, etc.

Submit plans to Planning and VSFCDD for their review

A grading permit will be issued when the following have been accomplished:

Grading and erosion control plans must be signed by the Qualified SWPPP Developer, Soils Engineer and approved by the City Engineer, Planning Manager and Vallejo Sanitation and Flood Control District.

Applicant shall submit a Notice of Intent (NOI) to State Water Quality Control Board, file a Storm Water Pollution Prevention Plan (SWPPP) and obtain a permit from the Board prior to start of construction.

Submit plans for compliance with C3 requirements per State Water Quality Control Board.

Soils report submitted and reviewed to City satisfaction.

Letter of permission for any off site grading has been submitted.

Letter from utility companies having easement on property permitting grading over easements has been submitted.

Prior to grading of the project, conditions of approval as specified by Planning must be satisfied.

Application has been completed without any blank spaces and signed by the applicant.

Assessor Parcel Number (APN) of the lot must be written on the permit application.

Engineer's estimate for value of grading work including subdrains has been submitted. Engineer's estimate shall be reviewed and approved by City Engineer prior to providing bond and fees.

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Applicant shall provide grading bond:

- If grading quantity is less than 1,000 cubic yards, bond is not required.
- If grading quantity is 1,000 cubic yards or more, a one hundred percent (100%) grading bond or letter of credit is required. (City approved grading bond or letter of credit forms available in Public Works.) For subdivisions a 50% Labor and Material Bond shall also be required.

Provide a Certificate of Insurance insuring the City if the work is being performed on City property, City easement or right of way.

Balance of fees to be paid in full.

Submit 1 reproducible and 3 copies of approved plans for distribution.

What do I do after my Grading Permit approval?

After permit has been issued, a pre-job meeting must be held at the site with the City Inspector. To set up a pre-job meeting, contact the City Inspector at least 48 hours in advance at 649-3408 between 8:00 A.M. and 4:30 P.M.

When does my grading permit expire?

If the work is not commenced within nine (9) months of the date of issuance or the work is not complete within two (2) years of the date of issuance the permit shall expire and become null and void. If the work is not completed within the specified period, the project shall be deemed abandoned and the Public Works Director may order the land to be returned to its natural condition and the surety shall be bound to the payment of such work. (VMC, Section 12.40.120.)

Acceptance of grading will occur when:

Grading has been completed per plans and Inspector's punch list has been satisfied.

Letter of grading certification by project Civil Engineer has been submitted.

A complete set of Soils Engineer's observation and testing report has been submitted and reviewed by City.

"As Graded" plans prepared by Civil Engineer and signed by Soils Engineer and City Construction Inspector have been filed.

A letter has been submitted to the City from the owner of the property stating that grading took place and that the work is acceptable.

The following additional handouts may be relevant to your project:

Grading Permit Application
Encroachment Permit Guidelines
Excavation Permit Guidelines
Sidewalk Driveway Curb & Gutter Guidelines
Bond Forms

What if I need more information?

For further information please contact the City of Vallejo Central Permit Center at:

2nd Floor, City Hall, 555 Santa Clara Street, Vallejo, CA 94590