

## B Permit – Grading Plan Submittal Checklist

<b>Private Engineer</b>	<b>Contact Phone</b>
_____	_____
<b>Project Title</b>	<b>Contact Email</b>
_____	_____
<b>B-Permit Reference #</b>	<b>Date</b>
_____	_____
<b>Tract, PM, ZA, or CPC No.:</b>	
_____	

**Required with Initial Plan Check Submittal**

1. Completed Grading Checklist.
2. Copy of Clearance Summary Sheet with copy of receipt.
3. Approved Grading Plan from Building and Safety.
4. Proof of Highway Dedication (if applicable).
5. Hydraulic /Hydrology calculations for site discharge
6. Copy of corresponding proposed Street improvement plan.
7. **Private Engineer acknowledges that this form was prepared/reviewed by him/her for accuracy.**

**Private Engineer must check “OK” or “N/A” for each item. City Staff to complete “OK” or “Incomplete”**

Item		Private Engineer		City Staff	
		OK	N/A	OK	Incomplete
<b>GENERAL</b>					
1.	Copy of B & S grading permit w/cash register receipt and B & S clearance sheet.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Review Engineering conditions (Planning Case/Tract/PM/R3/Hillside) for dedication and improvements required. If dedication is required, submit package to Public Counter.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Public Works <a href="#">Grading Notes</a> required on sheet 1 of plans.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	All sheets are to be signed and sealed by the Civil and Geotechnical Engineers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Obtain required permits from other agencies (L.A. County, Industrial waste, etc.) as necessary.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	<u>Grading Plan review/approval with external street improvements only:</u> Payment of B-permit Plan Check Deposit is required (widening of exterior streets along frontage of the development only.) <u>Grading Plan review/approval with both external and internal street improvements:</u> Payment of both B-permit Plan Check and Inspection Deposits are required prior to approval of the plans.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Is off-site grading required on neighboring/adjacent properties? Show right-of-way entry letter on grading plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Check that all proposed grading does not affect the Public R/W or public easements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Is there excavation adjacent to public right-of-way/easements? Lateral support bond may be required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>DRAINAGE</b>					
10.	Review for drainage into public streets, storm drains, watercourses or other available outlets.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	Check that velocity from outlets to the street does not exceed 7 fps and that they outlet between 30 to 60 degrees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	Hydraulics and hydrology sufficient to determine if drainage system will work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.	Check that a diversion of runoff has not been created. No back grading of lots diverting flow.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.	Storm drains in private streets require note for inscribing ‘PVT SD’ on MH lid.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.	Private drain draining into County channel or Corps of Engineers channel require note and permit number.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Item		Private Engineer		City Staff	
		OK	N/A	OK	Incomplete
16.	Check for sumps. Try to provide secondary escape path or Q100 elevation should be 1' lower than lowest finish floor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17.	No Public Water allowed to enter the private street/property.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18.	Check that development does not cause concentrated flows on neighboring land downstream.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19.	Check that flood hazard statement is on file. Ordinance 154,405.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

STREET					
20.	New subdivisions: Street grades <= 15%, Check vertical curves for length location and sight distance also horizontal curves. Visibility triangle for intersections.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21.	Grades reduce to 3% at approach to main or secondary streets.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22.	Is there subterranean parking? Submit driveway profile, 1"=2', from centerline to finish floor of parking garage.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23.	Public improvements must conform with ADA requirements (sidewalk, driveways, access ramps etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24.	Check that street grades shown match the submitted Street Plan @ PL.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25.	Show street dimensions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26.	Check that all driveways are shown with elevations at the PL, and flow-line at center of approach and are consistent with the Street Plan.				

WATERCOURSE/EASEMENT					
27.	Check that all public easements and watercourses are shown.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28.	Check for construction in watercourses or public easements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29.	Construction in an existing public easement is not allowed without approval from the respective Engineering District. If approved, provide recorded Acknowledgement of Easement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30.	If existing drainage easement is not active and no longer necessary, apply for an easement quit claim to eliminate drainage easements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31.	Where no public improvements are required and construction is in a watercourse a watercourse permit is required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>