

TUSTIN...



Proud of its Heritage, Preparing for its Future...

October 2015

USER GUIDE FOR THE SUBMITTAL OF GRADING PLANS

PURPOSE

This user guide provides information as to the City of Tustin procedure to a grading permit.

BACKGROUND

Grading is the process of changing your property's ground level. You may need a grading permit if your project includes any of these activities:

- Excavating, removing, or adding soil on your property
- Moving soil from one part of your property to another
- Cutting or filling portions of steep slopes
- Installing new pavement

For a complete list of work that needs a grading permit, and for possible exemptions, see Chapter 9 of the Tustin City Code. Common exceptions to this requirement include:

- Excavation and backfill for installation and/or repair of underground utilities by public utilities or companies operating under the authority of a City franchise or public property encroachment permit issued by the City;
- An excavation which does not exceed fifty (50) cubic yards on any one site and which: (1) is less than two (2) feet in vertical depth, or (2) does not create a cut slope greater than five (5) feet in vertical height and steeper than two (2) units horizontal to one (1) unit vertical (2:1).;
- A fill less than three (3) feet in depth placed on natural grade with a slope flatter than five (5) horizontal to one (1) vertical (5:1), which does not exceed fifty (50) cubic yards on any one (1) site and does not obstruct a drainage course;
- A fill less than three (3) feet in depth, not intended to support structures or mobile homes, which does not exceed fifty (50) cubic yards on any one (1) site and does not obstruct a drainage course;
- Emergency work as authorized by the City necessary to protect life, limb, or property or to maintain the safety, use, or stability of a public right-of-way or drainage way;
- Filling of soil for agricultural and horticultural purposes;
- Resurfacing or maintenance of paved surfaces.

SUBMITTAL REQUIREMENTS

The following basic documents and fees are required in applying for a grading permit unless otherwise specified by the Building Official.

- a. Application form signed by applicant or applicant's authorized agent. The agent's authority shall be in writing signed by applicant and notarized.
- b. Plan check fee.
- c. A minimum of four (4) sets of dated grading plans labeled "Precise" or "Rough" grading.
- d. Three copies of each soil report relevant to prior grading on site that soil reports shall provide the results of an expansive soil test.
- e. Geology report similar to (d.) above.
- f. Erosion control plans (four (4) copies).
- g. Two copies of a hydrology report and/or hydraulic calculations, including base maps showing tributary areas (on-site and off-site) (two (2) copies).
- h. Retaining wall plans - calculations and details (subject to separate permit).
- i. A notarized letter of permission from adjacent property owner(s) for slope encroachment or off-site grading in addition to a notarized letter for the acceptance of drainage if the amount of drainage is increased or the manner in which it is accepted is changed.
- j. Any additional plans, drawings, agreements or calculations deemed necessary by the Building Official to show conformance of the proposed work with requirements of the Grading Manual and/or related Tustin City Codes.

Please consult the adopted Fee Schedule or contact the Building Division at the phone number listed at the end of this flyer for information about grading plan check and permit fees, and performance bond amounts. Please contact the City of Tustin Public Works Department for information concerning the preparation and submittal of a Water Quality Control Plan, which may be required at the time of application submittal. All submittals shall conform to the City of Tustin Grading Manual.

The following forms and guidance documents are available for the preparation and submittal of a grading permit application.

- [Permit Application Form](#)
- [Plan Review and Turnaround Times](#)
- [Soil Movement in Orange County and the Quarantines Areas of Riverside and Los Angeles Counties - Permit Required - RIFA Form CA-1](#)
- [Final Compaction Certification - Soils Engineer](#)
- [Final Grading Inspection Certificate](#)
- [Rough Grading Inspection Certificate - Civil Engineer](#)
- [Rough Grading Inspection Certificate - Civil Engineer / Land Surveyor](#)
- [Rough Grading Inspection Certificate - Soils Engineer](#)
- [Rough Foundation Certificate - Civil Engineer](#)
- [Rough Foundation Certificate - Soils Engineer](#)
- [Landscaping Final Certificate - Landscape Architect](#)
- [City of Tustin Grading Manual](#)
- [Construction Standards for Private Streets, Storm Drains and On-site Improvement](#)
- [Grading Title Sheet & Specifications](#)
- [Fire Ants](#)
- [Surety Bond Application](#)

City of Tustin

Community Development Department
300 Centennial Way
Tustin, California 92780
(714) 573-3131 or 573-3132

Staff is available to answer your questions during office hours between 7:30 a.m. and 5:30 p.m. Monday through Thursday and 8:00 a.m. to 5:00 p.m. on Fridays.

OTHER USER GUIDES AVAILABLE

Signs
Pools and Spas
Residential Room Additions
Temporary Use Permits
Gazebos and Patio Covers
Reroofing
Furnaces
Water Heaters
Wood and Metal Fences
Masonry Fences & Walls
Patio Slabs and Walkways
Suspended Ceilings
Drywall Installation
Commercial Tenant Improvements
Retaining Walls
Chain Link Fences

PREPARED BY THE CITY OF TUSTIN
COMMUNITY DEVELOPMENT DEPARTMENT



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