



WASHINGTON COUNTY

Building Services, Department of Land Use & Transportation,
155 N. First Ave., Suite 350-12, 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 review meetings as a forum for improved project coordination.

The building engineer will review the submitted package within **thirty days** of receipt and notify the permittee by 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

- One (1) complete set of grading and drainage plans must be submitted for **review**. Three (3) complete sets will be required prior to **issuance**.
- 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"	<input type="checkbox"/> N/A	<input type="checkbox"/> N/S	<input type="checkbox"/> REQUIRED	<input type="checkbox"/> ACCEPTED
2. VICINITY & SITE PLAN (showing three major public streets)	<input type="checkbox"/> N/A	<input type="checkbox"/> N/S	<input type="checkbox"/> REQUIRED	<input type="checkbox"/> ACCEPTED
3. THREE (3) SETS GEOTECHNICAL ENGINEERING REPORT	<input type="checkbox"/> N/A	<input type="checkbox"/> N/S	<input type="checkbox"/> REQUIRED	<input type="checkbox"/> ACCEPTED
4. THREE (3) SETS ENGINEERING GEOLOGIST REPORTS (if applicable)	<input type="checkbox"/> N/A	<input type="checkbox"/> N/S	<input type="checkbox"/> REQUIRED	<input type="checkbox"/> ACCEPTED
5. GRADING AND DRAINAGE CALCULATIONS (if applicable)	<input type="checkbox"/> N/A	<input type="checkbox"/> N/S	<input type="checkbox"/> REQUIRED	<input type="checkbox"/> ACCEPTED
6. GRADING PLAN INDICATE PROPERTY LIMIT	<input type="checkbox"/> N/A	<input type="checkbox"/> N/S	<input type="checkbox"/> REQUIRED	<input type="checkbox"/> ACCEPTED
7. GRADING PLAN INDICATE LOCATION OF ALL EXISTING & PROPOSED (Buildings, septic systems, paving structures, wells, etc)	<input type="checkbox"/> N/A	<input type="checkbox"/> N/S	<input type="checkbox"/> REQUIRED	<input type="checkbox"/> ACCEPTED
8. GRADING PLAN INDICATE ORIGINAL AND PROPOSED CONTOURS.	<input type="checkbox"/> N/A	<input type="checkbox"/> N/S	<input type="checkbox"/> REQUIRED	<input type="checkbox"/> ACCEPTED
9. GRADING PLAN INDICATE BUILDING PAD & FINISH FLOOR ELEV.	<input type="checkbox"/> N/A	<input type="checkbox"/> N/S	<input type="checkbox"/> REQUIRED	<input type="checkbox"/> ACCEPTED
10. GRADING PLAN INDICATE CUT/FILL QUANTITIES AND LOCATIONS	<input type="checkbox"/> N/A	<input type="checkbox"/> N/S	<input type="checkbox"/> REQUIRED	<input type="checkbox"/> ACCEPTED
11. CROSS-SECTION OF BUILDING PAD INDICATE CUT/FILL CONTACT LINES, DRIVEWAY, PRIVATE STREETS AND/OR PARKING LOT.	<input type="checkbox"/> N/A	<input type="checkbox"/> N/S	<input type="checkbox"/> REQUIRED	<input type="checkbox"/> ACCEPTED
12. GRADING PLAN INDICATE ALL CUT/FILL SLOPES BE 2:1 OR FLATTER OR AS RECOMMENDED BY GEOTECH ENGINEER	<input type="checkbox"/> N/A	<input type="checkbox"/> N/S	<input type="checkbox"/> REQUIRED	<input type="checkbox"/> ACCEPTED
13. PROFILE FOR DRIVEWAY AND STREETS.	<input type="checkbox"/> N/A	<input type="checkbox"/> N/S	<input type="checkbox"/> REQUIRED	<input type="checkbox"/> ACCEPTED
14. GRADING PLAN INDICATE ROOF & SITE DRAINAGE PIPE OUTLETS WITH RIP-RAP DETAIL (if applicable)	<input type="checkbox"/> N/A	<input type="checkbox"/> N/S	<input type="checkbox"/> REQUIRED	<input type="checkbox"/> ACCEPTED
15. SETBACK FIGURE, (FIGURE 4, ORDINANCE 689). SITE SPECIFIC SETBACK ON PLAN AS WELL (if applicable).	<input type="checkbox"/> N/A	<input type="checkbox"/> N/S	<input type="checkbox"/> REQUIRED	<input type="checkbox"/> ACCEPTED
16. GRADING PLAN INDICATE A REFERENCE SURVEYOR BENCHMARK	<input type="checkbox"/> N/A	<input type="checkbox"/> N/S	<input type="checkbox"/> REQUIRED	<input type="checkbox"/> ACCEPTED
17. GRADING PLAN INDICATE SOIL COMPACTION TO BE 90% MINIMUM	<input type="checkbox"/> N/A	<input type="checkbox"/> N/S	<input type="checkbox"/> REQUIRED	<input type="checkbox"/> ACCEPTED
18. GRADING PLAN INDICATE EROSION & SEDIMENTATION CONTROL MEASURES	<input type="checkbox"/> N/A	<input type="checkbox"/> N/S	<input type="checkbox"/> REQUIRED	<input type="checkbox"/> ACCEPTED
19. SEPARATE BLDG. PERMIT APPLICATIONS SHALL BE SUBMITTED FOR RETAINING WALLS AND BRIDGES	<input type="checkbox"/> N/A	<input type="checkbox"/> N/S	<input type="checkbox"/> REQUIRED	<input type="checkbox"/> ACCEPTED

COMMENTS: _____

RECEIVED BY _____ DATE _____

WASHINGTON COUNTY BUILDING DIVISION ONLY	
ACCEPTED BY _____	DATE _____