



# INFORMATIONAL BULLETIN

**Bulletin No.: 176**

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Approved:

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Chief Building Official

## GRADING PLAN SUBMITTAL REQUIREMENTS

The following items are required to be completed prior to project acceptance for processing:

1. Plan check fees are required to be paid in full upon submittal. (See City Fee Schedule available on line at [www.ci.irvine.ca.us](http://www.ci.irvine.ca.us).)
2. One copy of each completed form: "Grading Permit," "Code Compliance Application," "Building and Safety Questionnaire," "Subcontractors List," and an "Address Application," (if project has not previously been assigned an address). Forms are available in the reception area in the Community Development Department of the City. (*Please use blue or black ink when completing forms.*)
3. Six blueline prints of the grading plans prepared in accordance with City standards and design criteria, using the "City of Irvine Title Sheet," which may be obtained in the reception area of the Community Development Department of the City. Four sets are required for single-family custom residential projects. A registered Civil Engineer is required to sign plans and indicate state license number prior to submittal. *Note: The owner or architect may sign for single-family custom residential projects.*
4. An Erosion and Sediment Control Plan, Horizontal Control Plan, Utility Plan, and Striping Plan are to be included in each set of plans.
5. Two copies of both the site-specific soils report prepared by an approved geotechnical engineering firm, and a written review of the most recent grading plan, all with original signatures by a Geotechnical Engineering and an Engineering Geologist registered/certified by the State of California.
6. Three copies of the "City of Irvine Engineering Cost Estimate Sheet" for all work to be completed as part of the grading plan.
7. Two copies of the Hydrology and Hydraulic calculations (*does not apply to single-family custom residential projects*).

8. A Water Quality Management Plan (WQMP) or Amendment to a previously approved WQMP for the project is required for all precise grading permits.
9. Three copies of a site plan, approved as part of a Conditional Use Permit or Master Plan, if applicable, with dimensions and statistical inventory.
10. For all precise grading plan checks, three copies of the letter from the civil engineer stating that the finish floor elevation is designed to be a minimum of 1'0" above the water surface of a theoretical 100-year storm.
11. Three copies of the Vector Control Letter. Contact the Orange County Vector Control District, (800) 734-2421, website: [www.ocvcd.org](http://www.ocvcd.org).
12. Three copies of Red Imported Fire Ant Clearance. Contact the California Department of Food and Agriculture, (888) 4FIREANTS, website: [www.fireant.ca.gov](http://www.fireant.ca.gov).
13. Three copies of the "Notice of Intent" (NOI) submitted the Santa Ana Region of the State Water Quality Control Board, accompanied by a copy of payment check or receipt of payment from the State Regional Water Quality Control Board. These items are required for all grading permits on projects larger than one acre or as part of a master project larger than one acre.
14. Three copies of Planning Commission and Subdivision Committee Resolutions, City approval letters, and Tentative Tract Maps related to the project.
15. In addition to the above, the Title sheet or General Notes portion of the plan shall include a section titled, "Land Use Conditions of Approval" containing the following language and information:

"Conditions of Approval required prior to the issuance of a Certificate of Occupancy are as follows; (Resolution Number(s) if applicable):"

Each condition from the text of applicable resolution(s) or other action(s) under the heading "Prior to the Issuance of Certificates of Occupancy" shall be listed. Each listing shall include the condition title, number, and condition language exactly as it appears in the referenced Resolution.

Prior to plan approval, the project planner shall review the listing of conditions for completeness and accuracy.

