

# Grading Permit Required Application Contents

GRD-004

**Purpose:** To provide submittal requirements for grading permit applications and a checklist for grading plans.

**Grading Permit Application:** Grading permit applications shall contain the following items.

Minimum Submittal Requirements for Grading Permit Applications:	
<input type="checkbox"/> A completed permit application form	<input type="checkbox"/> Plan check fee
<input type="checkbox"/> Four (4) sets of folded grading plans	<input type="checkbox"/> A completed <a href="#">Grading Permit Supplemental Information</a> form
<input type="checkbox"/> Two (2) sets of drainage reports (See <a href="#">Drainage Report Required Contents</a> form for more information)	
The following documents may also be required due to nature of project:	
<input type="checkbox"/> Letter of authorization signed by the property owner	<input type="checkbox"/> Three (3) sets of soils reports

**Grading Plans:** Grading plans shall be of sufficient clarity to indicate the nature and extent of the work proposed and show in detail they will comply with the provisions of the Sonoma County Code (SCC) and all relevant laws, ordinances, regulations, and conditions of approval. Grading work is designated as either “Regular Grading” or “Engineered Grading”. Please refer to the [Grading Permit Frequently Asked Questions](#) handout to determine grading designations. Grading plans for engineered grading may only be prepared by a civil engineer. Grading plans for regular grading may be prepared by the property owner or a licensed professional acting within the scope of their license. A licensed professional is an architect, civil engineer, landscape architect, professional geologist, or registered professional forester. A valid California seal of professional license and signature is required on all sheets for plans prepared by a licensed professional.

Grading plans shall include the applicable items listed below. Additional information may be required by plan review staff in order to ensure compliance with SCC or to clarify the nature and extent of the work proposed.

Cover Sheet	General (shall be shown on all applicable sheets)
<input type="checkbox"/> Name of project & site address <input type="checkbox"/> Vicinity map & location map of site <input type="checkbox"/> Assessor’s Parcel Number(s) <input type="checkbox"/> Purpose statement for project <input type="checkbox"/> Property owner name & contact information <input type="checkbox"/> Plan preparer name & contact information <input type="checkbox"/> Sheet index <input type="checkbox"/> Cut & fill table <input type="checkbox"/> Amount of disturbed area <input type="checkbox"/> Reference datum & benchmark(s)	<input type="checkbox"/> Paper size no greater than 24" x 36" <input type="checkbox"/> Seal & signature of licensed professional <input type="checkbox"/> Date of plan preparation <input type="checkbox"/> Identification of sheet # of # in lower right corner <input type="checkbox"/> Space for permit number & approval stamps in lower right corner <input type="checkbox"/> Drawn to an engineering scale no less than 1' = 40' <input type="checkbox"/> North arrow & scale (written & graphic) <input type="checkbox"/> Legend & list of abbreviations <input type="checkbox"/> Property lines identified on all pertinent views & details <input type="checkbox"/> Right-of-ways identified on all pertinent views & details <input type="checkbox"/> Easements identified on all pertinent views & details <input type="checkbox"/> Contours & elevations identified as existing & proposed <input type="checkbox"/> Buildings identified as existing & proposed <input type="checkbox"/> Finished floor elevations of all relevant buildings <input type="checkbox"/> Sonoma County standard notes for grading permits <input type="checkbox"/> All other pertinent grading construction notes & details
Grading Plan/Site Plan	Driveways & Roads
<input type="checkbox"/> Limits of grading work clearly delineated <input type="checkbox"/> Dimensions to property lines & buildings <input type="checkbox"/> Grades of proposed slopes <input type="checkbox"/> Cross sections of proposed building pads <input type="checkbox"/> Cross sections of cuts & fills <input type="checkbox"/> Areas requiring keying & benching delineated <input type="checkbox"/> Details & recommendations from soils report	<input type="checkbox"/> Centerline stationing (construction alignment) <input type="checkbox"/> Profiles with existing & proposed grades <input type="checkbox"/> Cross sections (minimum of every 50') <input type="checkbox"/> Typical structural section detail(s) <input type="checkbox"/> Driving surface cross slopes
Drainage Improvement Plan	Other Relevant Information
<input type="checkbox"/> Drainage features identified as existing & proposed <input type="checkbox"/> Subdrains identified as existing & proposed <input type="checkbox"/> Elevations of inverts, flowlines, top of grates, high points, etc. <input type="checkbox"/> Drainage specifications (e.g. size, material, length, slope) <input type="checkbox"/> Structure list for large networks <input type="checkbox"/> Cross sections of existing waterways <input type="checkbox"/> Details & recommendations from drainage report	<input type="checkbox"/> Assessor’s Parcel Numbers for adjacent lands <input type="checkbox"/> Any applicable setback requirements <input type="checkbox"/> Special flood hazard areas or geologic hazard areas delineated <input type="checkbox"/> Wetlands or sensitive areas delineated <input type="checkbox"/> NPDES MS4 permit provisions met <input type="checkbox"/> Reservoir standards met <input type="checkbox"/> Terrace standards met <input type="checkbox"/> Non-storm drain utilities information (for reference only) <input type="checkbox"/> Wells & septic systems identified as existing & proposed (for reference only)
Erosion Prevention & Sediment Control Plan	
<input type="checkbox"/> Best management practices (BMP’s) <input type="checkbox"/> BMP details & specifications <input type="checkbox"/> Protective fencing for waterways & sensitive areas <input type="checkbox"/> Limits of disturbed areas (total work) clearly delineated including temporary features such as BMP locations, staging areas, material stockpiles, construction accesses, etc.	

For more information regarding grading permit application contents or grading plans, please visit or call Permit Sonoma’s Engineering customer service cubicle at (707) 565-2268.



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