



**DEVELOPMENT AND RESOURCE  
MANAGEMENT DEPARTMENT  
Building & Safety Services Division**

**GRADING PLAN CHECK PROCESS**



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<p>City of <b>FRESNO</b></p> <p><b>BUILDING &amp; SAFETY SERVICES</b></p>	<p><b>CITY HALL DEVELOPMENT DEPARTMENT</b></p> <p><b>2600 FRESNO ST. 3<sup>RD</sup> FLOOR FRESNO, CA 93721 PH.(559) 621-8082</b></p>	 <p><b>Grading Plan Check Process</b></p>
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**NOTICE TO THE PUBLIC:** Submission of incomplete plans to the City results in undue plan checking delays and lengthy back check times for both the applicant and city staff. The current edition of the California Building Code, Chapter 1, section 107.2.1 states: “Construction documents shall be of sufficient clarity to indicate location, nature and extent of the work proposed and show in detail that it will conform to the provisions of this code and all relevant laws, ordinances, rules and regulations.”

**GENERAL:** The City of Fresno requires all commercial and residential sites to drain properly and for site drainage to be routed to an approved location. Therefore grading plans are required to be submitted for review and approval.

**ACCEPTANCE GUIDELINES:** The following are the minimum document submittal requirements for Grading Plan Check:

1. Plans must be drawn to a suitable scale for clarity on sheets at least 18”x24”. Calculations and soils reports may be on paper no smaller than 8-1/2”x11”. Provide three copies of the Grading Plan. All sheets of the plans shall be stamped and signed by a licensed architect or civil engineer.

2. General Information required on the Grading Plan:
  - Architect/Engineer's complete name, license number, address and phone number
  - Owner's complete name, address and phone number
  - Project street address, Tract or Parcel Map number, legal description, and Assessor's Parcel Number (APN)
  - Cut and Fill Quantities
  - USGS benchmark information
  - North arrow and Scale
  - Provide a Vicinity map.
  - Fresno Metropolitan Flood Control District Notice of Requirements. Grading plans are required to have FMFCD signature approval. (Separate plans will need to be submitted to FMFCD)
  
3. Copy of the Storm Water Pollution Prevention Plan, SWPPP for any project that is larger than 1 acre. Include the following:
  - Erosion control site plan to each grading plan. Identify BMPs used for erosion & sediment control including perimeter, track out locations, concrete wash area and drop inlet protection.
  - SWPPP report with proposed mitigation measures. Include owner's signature in report.
  - "Notice of Intent" permit with the state or provide owner signed application with copy of check indicating the application has been sent.

4. If the site requires retaining walls, then provide all construction details, engineer's retaining wall calculations and engineer's construction estimate. *(Any vertical cut or fill differential equal to or greater than twelve (12) inches between adjacent properties shall be supported by an approved retaining wall) **(All required walls and retaining walls require separate building permits in addition to the grading permit.)***
5. An original soils report is required for any project that has a **combined total** cut/fill of 5000 cubic yards. *(If soils report is listed in notes, then report must be provided)*
6. A/C Pavement section detail *(if applicable)*: Minimum requirements are (2" AC over 4" aggregate base (95% compaction) over 6" compacted native soil (95% compaction)), or as required by soils report recommendations.
7. Subdivisions:
  - A Soils report is required for **ALL** subdivisions and parcel maps (no matter the size)
  - Finish floor elevation for each lot
  - Typical lot "Rough Grade" details.
  - Typical lot "Fine Grade" details.
  - Terracing detail required for more than 0.30' fall across lots.
  - Public streets shall be reviewed by the Public Works Department. Separate street improvement plans will be required to be submitted to the Public Works/Engineering Division.

**FINAL GRADING PERMIT APPROVALS:** The City of Fresno’s policy with regards to field verification of the site grading requirements as specified on the approved grading plan and permit is that the Engineer of Record shall submit an “As-Grade” Plan for review and approval to the Building and Safety Services Division. The As-Grade Plan shall be submitted and APPROVED upon completion of the grading and prior to occupancy. Requirements for the “As-Grade” submittal are as follows:

1. Submit 2-signed copies of as-grade plans with an As-Grade certification statement as follows: “ *I certify that all work has been completed as shown on this plan and is in conformance with the final approved grading plan and specifications.*”
2. Wet signed copy of the final compaction report for building pad (**including a map of test locations**)
3. Wet signed copy of the final compaction report for aggregate base in parking lot (**including a map of test locations**)
4. The final soils report for the preliminary report submitted with the original grading plan check. The report must state that “This is the final soils report to the original preliminary soils report #1234-XX”
5. If the engineer providing the As-grade is different from the original project engineer, then a **transfer of responsibility** letter will be required. Transfer letter must state that new engineer accepts all recommendations from the original approved grading plans and is now the “Engineer of Record”.