

2600 Fresno Street, Room 3043
Fresno, California 93721-3604
(559) 621-8084

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 dimensioned and drawn on suitable material. Electronic media documents are permitted to be submitted where approved by the building official. Construction documents shall be of sufficient clarity to indicate the locations, nature, and extent of the work proposed and show in detail that it will conform to the provisions of this code and relevant laws, ordinances, rules and regulations as determined by the building official.*

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

Under the California Building Code 2025 Appendix J “Grading” is defined by an excavation or fill or combination thereof by artificial means.

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

1. All sheets of the plans shall be stamped and signed by a licensed architect or civil engineer.
2. Grading plans shall be separated from building plan sets and submitted separately. Electronic submittals can be submitted through “ <https://aca-prod.accela.com/FRESNO> (Citizen Portal)” located on the featured programs list on the www.fresno.gov home page. The grading review fee schedule below is based on the greater of the two earthwork quantities of cut and fill, not the sum. Earthwork quantity estimates shall include the area and volumes of disturbed soil in units of Cubic Yards (CY). (Scarifying and or excavation shall be included in earthwork quantity estimates.) **Fees shall be paid at the time of submitting the grading plan.**

Note: *Please refer to the Master Fee Schedule for the most current rates.*

3. General information required on the grading plan:
 - Architect/Engineer’s complete names, license number, address and phone number
 - Owner’s complete name, address and phone number.
 - Projects street address, Tract or parcel map number, legal description and Assessor’s Parcel Number (APN)
 - Scope of work.

2600 Fresno Street, Room 3043
 Fresno, California 93721-3604
 (559) 621-8084

- Cut and Fill Quantities (Area and Volume)
- City of Fresno Benchmark (NGVD 29)
<https://www.fresno.gov/publicworks/developer-doorway/#tab-7>
- Scale, North arrow, and Property line direction and bearings
- Provide vicinity map
- Fresno Metropolitan Flow Control District Notice of Requirements. If Required by NOR, Grading plans are required to have FMFCD signature approval. *(Separate plans will need to be submitted to FMFCD)*
- Enlarged details of accessible parking and ramps.
- FEMA Floodplain note bottom right corner of cover page of grading plan:

“The site is located in FEMA flood zone ‘X’ per the CID: 060048 on FIRM: 06019C1560H, effective on 02/18/2009.”

Note: The highlighted text may vary depending on geographic location based on the FEMA flood plain map. I have attached the link where you can type the address in for the project and it will provide you the necessary information for the FEMA Floodplain note. CID=Community ID / FIRM=Flood Insurance Rate Map

FEMA LINK- <https://msc.fema.gov/portal/search>

4. Copy of the Storm Water Pollution Prevention Plan, SWPPP for any project that is larger than 1 acre (Area only). Include the following:
 - Erosion control site plan attached to each grading plan. Identify BMPs used for erosion and 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 indication the application has been sent.
 - Printout the Notice of Intent from S.M.A.R.T website, permit with valid WDID number required.
 - A validated Erosivity waiver from S.M.A.R.T website is acceptable.

5. If the site requires retaining walls, then provide construction details, engineer’s retaining wall calculation 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).

6. An original soils report is required. California Building Code 2025 Chapter 18.

2600 Fresno Street, Room 3043
Fresno, California 93721-3604
(559) 621-8084

7. Include A/C Pavement section detail (If Applicable): Minimum requirements are Per Public Works Standards P-21.
8. Provide the following note near the bottom right corner of cover page of grading plan. (Note is to be large, bold print as shown and boxed.)

As-grade plan approval is required for occupancy. This plan review, from your engineer, process takes 7 days. A **“Safe-to-Occupy”** can be granted with a **\$15,000.00 cash deposit**. There will be a one-time \$60.00 handling fee for the **“Safe-to-Occupy”** transaction(s). Allow 7 days for refund.

9. Subdivisions:
 - A soils report is required for all subdivisions and parcel maps.
 - 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 public works engineering division.

City of Fresno Typical Grading Notes;

- A. All grading is to comply with the 2025 CBC, California Building Code.
- B. Provide graded slopes of 2% away from the building (10’) perimeter or to an approved drainage facility. A min. 0.5% slope is required beyond the building perimeter.
- C. No drainage is to be directed onto adjacent properties.
- D. No permanent on-site water retention is allowed, all drainage is to be directed to approve facilities.
- E. Site plan and grading plan must match before approval of grading plan.
- F. A hold on occupancy is to remain in place until as-grade plans are provided by the engineer of record and approve by the City of Fresno.
- G. Over Excavate and remove all loose fills, debris and organic matter to allow proper preparation of the native grade before placement of engineered/compacted fill.

2600 Fresno Street, Room 3043
Fresno, California 93721-3604
(559) 621-8084

- H. Provide compaction reports for all site fills and pavement base. The engineered fills shall be compacted to 90% and 95% for pavement base, per ASTM D-1557 method.
- I. Approval of this grading plan is for on-site elevations only. The elevations shown with in the public rights of way require separate public works department approval and permit. Any notes that apply to the public rights of way are for reference only. If onsite elevations shown do not coincide or are in conflict with approved street plans, a grading and paving plan amendment is required to fix the on-site grades to match and be in conformance with “off-site” street grading and drainage plans. Please contact Public Works at (559) 621-8800 for questions pertaining to offsite improvements and grading.
- J. Recommendation in ***** Geotechnical Report ##### dated April ##, 2013 are requirements for this project. The contractor shall comply with all requirements.
- K. All earthwork is to be under the direction of soil engineer. They are to review the site excavations and obtain compaction for each layer of fill placed.
- L. Upon completion of the grading the soil engineer is to provide “Final Soil Report”; indicating all earthwork was completed as required in the preliminary report.
- M. Per the ***** geotechnical report some parts of the site will need ### feet of over excavation. The soil engineer is to review the excavations prior to placement of the fills and/or concrete.
- N. Obtain building permit for retaining wall. All walls are to be final prior to as-grade.
- O. All grade differentials along property lines are to be retained with a self-supporting wood retaining board under 12” and with approved retaining wall when above 12”.
- P. When the engineer design ADA slopes to their maximum w/o field tolerance the engineer of record and city inspector is to approve formwork prior to pouring the concrete.
- Q. Site electrical and site utilities are required to be final prior to as-grade approval.