



Planning & Building Agency
Permits & Plan Check Section
20 Civic Center Plaza
P.O. Box 1988 (M-19)
Santa Ana, CA 92702
(714) 647-5800
www.santa-ana.org

GRADING PERMIT INFORMATION

B-5: 11-01-02

A. APPLICABLE STANDARDS:

1. 2001 California Building Code (CBC)
2. Santa Ana Municipal Code (SAMC)
3. National Pollutant Discharge Elimination System (NPDES)

B. GRADING PERMIT REQUIRED

A Grading Permit shall be required for all grading work, including filling excavations, except as specifically exempted by CBC Appendix Section 3306.2 (Refer to item E below.) Compliance shall be made with CBC Chapter 33 and Appendix Chapter 33 and the Santa Ana Municipal Code (SAMC) and other applicable laws including the Federal Clean Water Act which for construction activity is regulated by the NPDES.

IF A GRADING PERMIT IS REQUIRED, IT'S ISSUANCE MUST BE COMPLETED PRIOR TO, OR AT THE SAME TIME AS, ALL OTHER REQUIRED PERMITS. APPLICATION IS MADE THROUGH THE BUILDING SAFETY DIVISION (647-5800) AND THE PLAN REVIEW IS BY THE PUBLIC WORKS AGENCY (647-5021).

C. APPROVALS/PERMITS REQUIRED

The permit applicant shall also be responsible for obtaining, prior to Grading Permit issuance, the following approvals/permits:

1. Public Works Agency approval.
2. Planning Division approval.
3. Building Safety Division plumbing permit for on-site storm drain. Plumbing plan check is not required.
4. Santa Ana Fire Department approval if the grading work affects fire service lines, underground tanks or tank piping.
5. California Division of Occupational Safety and Health (Cal/OSHA) permit is required for the construction of trenches or excavations 5 feet or deeper which workers must enter. Telephone (714) 939-0145.

D. SUBMITTAL REQUIREMENTS/FEEES

A grading worksheet, 5 sets of plans and 2 soils reports shall be submitted to the Building Safety Division permit counter.

At the time of submittal, a plan check fee deposit shall be paid to the Public Works Agency. The Grading Permit fee will be collected at the time of issuance. All fees are based on a resolution adopted by the City Council of Santa Ana.

E. EXEMPTED WORK – CBC SECTION 3306.2

A grading permit is not required for the following:

1. When approved by the building official, grading in an isolated, self-contained area if there is no danger to private or public property.
2. An excavation below finished grade for basements and footings of a building, retaining wall or other structure authorized by a valid building permit. This shall not exempt any fill made with the material from such excavation or exempt any excavation having an unsupported height greater than 5 feet after the completion of such structure.
3. Cemetery graves.
4. Refuse disposal sites controlled by other regulations.
5. Excavations for wells or tunnels or utilities.
6. Mining, quarrying, excavating, processing, stockpiling of rock, sand, gravel, aggregate or clay where established and provided for by law, provided such operations do not affect the lateral support or increase the stresses in or pressure upon any adjacent or contiguous property.
7. Exploratory excavations under the direction of soil engineers or engineering geologists.
8. An excavation which (1) is less than 2 feet in depth, or (2) which does not create a cut slope greater than 5 feet in height and steeper than 1 unit vertical in 1½ units horizontal (66.7% slope).
9. A fill less than 1 foot in depth and placed on natural terrain with a slope flatter than 1 unit vertical in 5 units horizontal (20% slope), or less than 3 feet in depth, not intended to support structures, which does not exceed 50 cubic yards on any one lot and does not obstruct a drainage course.

F. GRADING PLAN INFORMATION

Submit five (5) sets of drawings for review with the following information required to be shown on the plans:

- 1. All Property lines with bearings and distances.
- 2. Street names, railroad right-of-way, etc.
- 3. Exact location(s) (footprint(s)) of building(s).
- 4. Building setbacks dimensioned.
- 5. Finish grades and finish floor elevations.
- 6. Vertical relationship of footings and drainage swales.
- 7. Drainage flow lines.

- 8. Limits of grading/paving under the subject Grading Permit application.
- 9. Existing/proposed buildings/pads on the site and within 15 feet of the subject site on adjacent properties. Note pad and building finish floor elevations.
- 10. Street address of the subject property.
- 11. North arrow. Drawing orientation should be with north to the top or left of sheet.
- 12. Person/design firm, name, address, telephone number, and professional registration number and stamp, that is responsible for the preparation of the grading plan.
- 13. Scale of drawing.
- 14. Drawing legend.
- 15. Complete and accurate legal description of the subject property.
- 16. Assessor's parcel number.
- 17. Name and address of property owner.
- 18. Easements: location, width and purpose.
- 19. Utilities on and adjacent to the subject property:
 - a. Location, size and invert elevation of sanitary and/or storm sewers.
 - b. Location and size of water mains.
 - c. Location of gas lines.
 - d. Location of power, telephone, cable television, etc., lines.
 - e. Location of underground tanks and other underground structures.
- 20. Proposed public improvements such as street widening, installation of curb, gutter, sidewalks, etc.
- 21. Flood zone designation.
- 22. Datum, benchmark and date of survey.
- 23. Indicate which trees and other natural vegetation shall be saved and which is to be removed.
- 24. Notes on other natural features such as rock outcrops.
- 25. Existing routes of surface water runoff, drainage area and estimated runoff.
- 26. Details of drainage structures, retaining walls, etc.
- 27. Existing and proposed contours, slopes, etc.
- 28. Area (square feet) of walks, parking and other paved areas.
- 29. Reference to preliminary plans, Development Review Committee (DRC) number, plan check numbers, etc.