



# COUNTY OF RIVERSIDE

## TRANSPORTATION AND LAND MANAGEMENT AGENCY



## Building and Safety Department

### SINGLE FAMILY RESIDENCE PREBUILDING PERMIT GRADING PLOT PLAN & INSPECTION

Single-family building permit applications shall include sufficient site information in order to assist the Building and Safety Department in determining whether a grading permit and/or a compaction report is required prior to issuance of a building permit. The need for a grading permit and/or compaction report will be determined using one of the following Options:

- Option 1. If a grading plan check and permit either has been obtained, will be submitted or has expired:
- A building permit will be issued once the inspector has inspected and approves the rough grading, reviews and approves a compaction report that may be required by the site grading. If the permit authorized rough grading only or if the house footprint does not match current proposal, review and approval of a precise grading plan is required prior to release of the building permit.
  - If the grading plan check or permit has expired, the applicant must renew the plan check or permit and continue with Option 1 above.
- Option 2. The applicant may include or obtain – as part of the building permit data – a letter, wet signed and stamped by a California Registered Civil Engineer, stating:
- Less than 50 cubic yards of cut or fill – which ever is greater – was moved in the past or will be moved in conjunction with this sites building area. \*
  - No more than one (1) foot of fill was or will be placed in the building area. \*
- Option 3. The applicant includes a plot plan by which grading status can be determined – without performing an on-site inspection. See exhibit requirements on the next sheet; or
- Option 4. The applicant obtains an on-site grading status inspection (**BHR Inspection- one hour**) by the Building Division to determine if a grading permit is required. It is highly recommended that the applicant meet with the inspector on site.

NOTE: A building permit will not be issued until the need for a grading permit and/or compaction report is determined. Lots requiring a grading permit and/or a compaction report will not be approved until the Building Division approves the permitted grading.

\*The building area does not include the portion situated directly beneath the structure if the footings are a minimum of 12 inches into undisturbed natural grade.

## **GRADING PLOT PLAN EXHIBIT**

### **For Options 3 & 4 Only: Grading Plot information to be Included With Building Plans**

1. A vicinity map sufficiently clarity for use in locating the site in the field.
  - a. Include a distance (in tenths of a mile) from the nearest posted intersection to the site.
2. Brief legal description. Include parcel map and parcel number etc and assessors parcel number.
3. Thomas Brothers Guide coordinates. Use newest edition and place coordinates under the vicinity map.
4. Permit address – if available.
5. An engineer scale drawing showing:
  - a. Property lines.
  - b. Topography\*: existing structures, natural and existing contours.
    - 1) Provide a minimum of two different contour elevations for each.
  - c. Location of proposed structure(s).
  - d. Pad elevation and finished floor elevation(s) of proposed structure(s).
  - e. Setback distances of structure(s) from the front or rear and at least one-side property line.
  - f. Driveway to the proposed structure.
  - g. Show the disturbed area.
  - h. North arrow and drawing scale.
6. A separate 8 ½ by 11 Assessors page with the assessor’s parcel and number of the site highlighted.
  - a. Addresses of near by properties – if available – can be shown on the Assessors page.

NOTE: In some cases the information provided will not be sufficient to determine site status. A Grading Division on-site field inspection will also be required.

### **Site Identification Required At The Time Of Site Status Determination**

Prior to the Grading Division site determination, the applicant or their representative shall provide the following building site identification:

1. If building permits have been applied for, the address on the permit shall be prominently posted on site.
2. All property corners shall be staked in such a manner as to be visible from any corner occupied.
  - a. Additional on-line markers may be needed if other corners can not be seen from the occupied corner
3. The location of all structure(s) shall be clearly staked on the ground with north, south, east, and west corners identified for comparison with the plot plan.

NOTE: In some cases the Grading inspector may not be able to determine if a grading permit and/or compaction report is required. For example, site topography may have been altered to such an extent that a determination is very difficult to make. In such cases the site may require evaluation by a Registered Civil Engineer.

\* Topography can be obtained by field survey. Topography maps are available from Riverside County Flood Control District, or water districts such as Coachella Valley Water District, Rancho California Water District and others.