



Plan Submittal Minimum Requirements For
GRADING AND EXCAVATION PERMITS

1. Grading permit application along with grading plan check fee shall be submitted to the office of the City Engineer in the Municipal Building Services Building at 633 E. Broadway, Room 204.
2. Two (2) sets of complete grading plans shall be required for initial plan check for all projects that require a grading permit.
3. All plans and applications shall include an accurate description of the entire scope of grading work partially completed plans shall not be accepted.
4. Plans must be legible, fully dimensioned and drawn to scale where text and elevations are legible on sheets which are at least 24" x 36".
5. All plans shall be prepared by a Registered Civil Engineer and Geotechnical Engineer licensed in California.
6. A fully dimensioned site grading plan is required which contains the following information:
 - All proposed grading work
 - All existing and proposed buildings and retaining walls
 - Site drainage patterns and all existing and proposed drainage devices
 - Curb face to property line dimension
 - All existing improvements within the parkway, including the location and diameter of street trees
 - All existing recorded easements
 - All existing and proposed driveway locations and dimensions.
7. A topographic and boundary map prepared by a California Licensed Professional Surveyor or a Registered Civil Engineer authorized to perform surveying
8. All existing and proposed contours, elevations and grades shall be required.
9. Daylight lines of all cut and fill slopes shall be required.
10. The location, elevation, and % grade of all terrace drains shall be required.
11. General notes shall be included on the plans to address all grading requirements and to identify specific protective measures which are required. Provide a note which requires that "All concentrated drainage shall be collected and delivered in an approved device to an approved location".
12. Superfluous general notes which do not apply to the proposed grading project shall not be included on the plan.
13. Show driveway profile on plans. Identify all driveway slopes in terms of percent grade.
14. Two(2) sets of soils and geology reports shall be required for all grading permit applications.
15. All applicants shall obtain an electric service plan from the City of Glendale Water & Power division and include it in the plans.