



## GRADING AND DRAINAGE SUBMITTAL REQUIREMENTS

**Project Address:** \_\_\_\_\_ **Date:** \_\_\_\_\_

In order to process and expedite your request for a Grading Permit, please submit the applicable items listed below and included this Checklist in your submittal.

For detailed information regarding each plan type, refer to the Commercial Plan Requirements handout.

- (5) Complete sets of drawings (36" x 24" min. size), including grading, on-site drainage and sediment and erosion control plans. Blueprint for a Clean Bay (Sheet CB-1) shall be included in submittal package. This document is available online and is located at [http://www.ci.milpitas.ca.gov/\\_pdfs/bld\\_permit\\_sr\\_clean\\_bay\\_blueprint.pdf](http://www.ci.milpitas.ca.gov/_pdfs/bld_permit_sr_clean_bay_blueprint.pdf)
  - (2) Copies of the soils/geotechnical report. If Soils Report is over 12 months old, also provide 2 copies of Soils Report update.
  - (2) Copies of on-site and off-site drainage study.
  - (2) Copies of any other calculations.
  - (3) Prints of Erosion Control Plan/Storm Water Control Plan (if the project will disturb 10,000 s.f. or more or is part of a project that will disturb 10,000 s.f. or more).
  - (3) Copies of SWPPP (if the project will disturb one acre or more or is part of a project that will disturb one acre or more).
  - Planning Conditions of Approval (if applicable) included within first 4 (four) sheets of plans.
1. All drawings and calculations must be signed by a registered Civil Engineer as required by the California Business & Professions Code.
  2. If one or more required items are not submitted, the application will be considered incomplete and will not be processed.
  3. Grading permits may only be issued to Building Owner or a Licensed Contractor. A Building Owner, who acts as General, and hires non-licensed help to do the work, must provide Worker's Compensation insurance. Proof of insurance is required prior to permit issuance.
  4. Grading plan must be in compliance with the requirements of the City of Milpitas grading ordinance and site-specific soils/geotechnical report. Any variation from code requirements must be noted on the plan and supported by evidence that the variation will not pose any hazards to public health and safety or be expensive to maintain.
  5. A pre-construction meeting is required prior to the start of any grading. Refer to the separate handout for details.

I have read the above information and have submitted all required information.

Print Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_