

CITY OF RANCHO CUCAMONGA
BUILDING AND SAFETY SERVICES DEPARTMENT
10500 Civic Center Dr., Rancho Cucamonga, CA 91730
T: (909) 477-2710 • F: (909) 477-2711 • www.CityofRC.us

INFORMATION & FORMS FOR GRADING CERTIFICATIONS

The current adopted edition of the California Building Code requires professional inspection of grading operations be provided by the Civil Engineer, Geotechnical Engineer, and Engineering Geologist retained to provide such services.

In an effort to expedite the building permit process, the Building and Safety Department has generated the following information and forms for your use to help meet these code requirements. The forms include rough grading certifications from all three disciplines and a final certification from the Civil Engineer when the project is completed.

Any required supplemental information must be attached to the appropriate forms, and all forms must contain original wet signatures and seals. Also, all information must be approved by the Building and Safety Services Director prior to building permit issuance.

The certification package shall consist of the following five items (2 copies each):

- *Geotechnical Engineer or Geologist certifications*
- *Civil Engineer Certifications*
- *Site Plan showing field survey locations i.e. "Blue Top Notes"*
- *Soil Compaction Reports.*
- *Site Exhibit Requirements (if necessary by the engineer of record)*

ALL DOCUMENTS SHALL CONTAIN ORIGINAL (WET) STAMPS AND SIGNATURES.



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The City of Rancho Cucamonga Building and Safety Services Department has developed a new procedure effective June 1, 2016 for the submittal of pad certifications for the issuance of Building Permits.

The Civil Engineer of Record shall submit a copy of the blue top notes verifying the elevations of the building pad. The blue top notes shall be a maximum sheet size of 8-1/2" x 11" (letter size paper) and shall be properly signed and sealed by the civil engineer of record. The blue top notes may be submitted as a copy of the surveyor's field notes or may be an electronic generated set of notes. The blue top notes shall show the building pad in relation to the property lines and the elevations measured on the pad.

The blue tops shall be set at a spacing of one (1) for each 1,000 sf of pad area for residential buildings, and one (1) for each 10,000 sf of pad area for non-residential buildings. These blue top notes shall be attached to the Civil Engineer's Rough Grading Inspection Certificate.

Prior to the engineer of record submitting the pad certification package for review and approval, the applicant shall request and inspection of the "blue tops" through the City's Accelerate web portal. The building inspector will verify that "blue tops" have been set in the field and sign off on the grading permit.

The following procedure will be followed for the approval of pad certifications:

PROCEDURE:

- Prior to issuance of a building permit the applicant shall submit two (2) sets each of the following items for review by the Building And Safety Services Director, or his designee, for approval:
- 1) A copy of the Civil Engineer's pad certification (a sample certification form is attached to this policy for reference;
 - 2) A site plan of the showing the locations of the blue top elevation(s) for the building pad. The site plan shall specify the area of the building pad. Blue top elevations shall be shown at a spacing of one (1) for each 1,000 sf of building pad area for residential buildings, and one (1) for each 10,000 sf of building pad area for non-residential buildings. Each sheet of the site plan shall be properly signed and sealed by the civil engineer of record. The site plan may be either a copy of the actual field notes or an electronic copy showing the actual pad elevations on a site plan. The sheet size shall be not be larger than letter size (8-1/2" x 11") sheets. All sheets of the site plan shall be properly sealed and signed by the engineer of record;
 - 3) A copy of the Soils/Geotechnical Engineer's pad certification properly signed and sealed by the soils/geotechnical engineer of record (a sample certification form is attached to this policy for reference;
 - 4) An original version of the Soils/Geotechnical Engineer's compaction report with foundation recommendations properly signed and sealed by the soils/geotechnical engineer of record;
 - 5) Prior to submittal of the pad certification package the applicant/contractor shall request an inspection of the "blue tops";

- 6) A building inspector shall verify that “blue tops” have been set in the ground by the engineer of record and report to the Building And Safety Services Director, or his designee, regarding the status of the blue tops, and sign off on the grading permit.
- 7) The pad certification package shall be reviewed the plans and approved by the plans examiner.
- 8) The Permit Technicians may issue a building permit.
- 9) The Permit Technician will scan a copy of the pad certification and attach the scanned document into the Accela project account.



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ROUGH GRADING INSPECTION CERTIFICATE

Job Address
or Tract No.

Grading
Permit No.

Owner

Building
Permit No.

GEOTECHNICAL ENGINEER

I certify that the rough grading work incorporates all recommendation contained in the report or reports for which I am responsible and all recommendations that I have made based on field inspection of the work and testing during grading. I further certify that where the reports of an Engineering Geologist, relative to this site, have recommended the installation of buttress fills or other similar stabilization measures, such earthwork construction has been completed in accordance with the approved design.

Lot Nos.

See Final Soils Report Number _____ for test data, recommended allowable soil bearing values, and other special recommendations.

Remarks

Geotechnical
Engineer

Reg. No.

Signature

Date

Seal

ENGINEERING GEOLOGIST

I certify that the rough grading work incorporates all of the recommendations contained in the report or reports for which I am responsible and all recommendations that I have made based on field inspection of the work during grading.

Lot Nos.

Remarks

Geotechnical
Engineer

Reg. No.

Signature

Date

Seal



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ROUGH GRADING INSPECTION CERTIFICATE

Job Address or Tract No. _____ Rough Grading Permit No. _____
 Owner _____ Building Permit No. _____

CIVIL ENGINEER

I certify to the satisfactory completion of rough grading including grading to approximate final elevations; property lines located and staked; cut and fill slopes correctly graded and located in accordance with the approved design; swales and terraces graded ready for paving; berms installed, and required drainage slopes provided on the building pads. I further certify that where report or reports of an Engineering Geologist and/or Geo-technical Engineer have been prepared relative to this site, the recommendations contained in such reports have been incorporated in the design.

Lot # / Building #	Building Pad Area (sf)	Grading Plan Elevation	As-Graded Elevation

Attach a copy of the Site Plan "Blue Top" notes to this sheet.

Remarks: _____

Add additional sheets if necessary

Civil Engineer _____ Signature _____ Reg. No. _____

Date _____ Seal _____

(Civil Engineer's Letterhead)

City Of Rancho Cucamonga
Building and safety Department
P. O. Box 807
Rancho Cucamonga, CA 91730

Attention: Building and Safety Official

Subject: Civil Engineer's Certification of Final Grading

Project: Grading Permit No. _____ /
Waste Discharge Identification No. (WDID): _____

Address _____

Tract No. _____ Lot(s) _____, inclusive

I hereby approve the final grading for the referenced project in accordance with my responsibilities as defined in Appendix J of the latest California Building Code and as amended by the current adopting ordinance. Final grading has been completed substantially in conformance with the approved grading plan which includes: completion of all engineered drainage devices and retaining walls, setting of all monuments and lot corners in accordance with the recorded tract map, location and inclination of all manufactured slopes, and construction of earthen berms and positive building pad drainage.

All structures including fences and walls constructed on property corners, property lines or elsewhere have been located in compliance with the approved plot plan or precise grading plan as applicable. All required and approved changes are as shown in the attachments and will be included in the "As-Built" grading plan.

Signature

Date _____

R.C.E. # _____

Note:

Attach all required and any supplemental data to this form at time of submittal. A profile of each side of driveways shown on the issued Grading Plan as 10% or greater slope and field data of the lot drainage is required at the time of submittal of this certificate. This information shall also be placed on the "As-Built" drawings prior to submittal.

WQMP Post Construction Storm Water Treatment Devices As-Built Certificate

Note: This form shall be submitted to the Environmental Programs Division of the Engineering Services Department prior to a Certificate of Occupancy by the Building Official

Project Name _____

If a residential project provide the following information:

Tract No. _____

DRC _____

Grading PMT _____

WQMP PMT _____

Phase _____ Lots _____

If a non-residential project provide the following information

DRC _____

Grading PMT _____

WQMP PMT _____

I HERBY CERTIFY THAT THE NECESSARY STORM WATER QUALITY MANAGEMENT PLAN STRUCTURAL STORM WATER TREATMENT DEVICES HAVE BEEN CONSTRUCTED AND ARE FUNCTIONAL TO THE BEST OF MY KNOWLEDGE AS OF THE DATE BELOW.

Print Name _____

Signature _____ Date _____

Wet Seal



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SITE MAP FOR LARGE SUBDIVISIONS

If the project will be submitted in three (3) or more phases; typical for residential subdivisions and large commercial projects, A 24" x 36" Site Exhibit shall be submitted with the initial submittal for pad certifications. This will assist City staff in approving phased developments.

City staff will color code each pad for the Civil Engineer Rough Grading Pad Certification and the Soils/Geotechnical Engineer Rough Grading Pad Certification. At the end of the project approval, City staff will color code the final Grading Certification for each pad prior to the Certificate of Occupancy for the building.