



## BUILDING & SAFETY GRADING INSPECTIONS AND PROCEDURES

**PROPOSE:** To establish a policy and procedures in conjunction with **Engineering Services Department** GRAD-04 form February 5, 2018 policy and procedures for inspecting grading operations of a project.

**POLICY:** Grading operations are to be inspected as described below for pre-grading operations, bottom of excavation, rough grading and final grading.

**BACKGROUND:** There are specific steps that must be taken by Building and Safety Inspectors of the grading operation prior to the issuance of a building permit and final approval of the project for occupancy.

**PROCEDURE: Prior to Grading Permit Issuance**

1. The grading and drainage plans have been reviewed and approved by the City of Rancho Cucamonga's **Engineering Services Department**.
2. A grading bond (or letter of credit or a cash deposit) shall be on file in the City of Rancho Cucamonga's **Engineering Services Department**.
3. The applicant shall have a dust control sign erected at the job site and calls for an inspection of the dust control sign prior to issuance of a grading permit.

**Prior to Grading Work**

Prior to issuance of the grading permit the applicant shall call for a **Pre-Job Meeting** to include the building inspector, the applicant/owner, and the general contractor 48 hours prior to the start of the clearing and grading operations. The **Pre-Job Meeting** will be arranged by the owner as directed by the building inspection supervisor.

**Pre-Job Meeting**

1. These items to be discussed at the **Pre—Job Meeting** may include:
  - a. Dust Control Measures
  - b. The job hours
  - c. Barricades and traffic control
  - d. The **Erosion Control Plan (ECP)** and/or **Storm Water Pollution Prevention Plan (SWPPP)**.
  - e. A review of the Conditions of Approval for the project. Grading inspections will not occur until a pre-grading meeting is completed.
2. At the **Pre-Job Meeting** the building inspector will provide a checklist of the inspections which will be required. This checklist will be attached to the job card.
3. For any grading or building with requested WQMP, the contractor shall convey the proposed BMP installation schedule to Building & Safety Inspector assigned to your project prior to constructing BMP. Schedule BMP inspections during installation with your assigned building inspector and contact prior to project final. Contact **Michael O'Hearn, Office 909.774.4065/Cell 714.497.7276, email [Michael.ohearn@cityofrc.us](mailto:Michael.ohearn@cityofrc.us)**, for the WQMP Post-Construction Project Closeout Inspection.



### During Rough Grading Operation and Before Building Permit Issuance

The general and/or grading contractor shall call the **Engineering Services Department** for the following inspections:

1. Bottom of over excavation
2. Completion of rough grading, prior to the issuance of the building permit.
3. At the completion of the rough grading, the grading contractor or owner shall submit to the **Engineering Services Department** an original and copy of the **Pad Certifications** to be prepared by and properly wet signed and sealed by the Civil Engineer and Soils Engineer of record.
4. The rough grading certificates and the compaction reports will be reviewed by the Engineer or a designated person and approved prior to the issuance of a building permit.

### During Precise Grading Operations

1. The general and/or grading contractor and the owner shall call the **Engineering Services Department** at the completion of final grading for the inspection of the drainage devices along with the permanent Water Quality Management Plan BMP devices, and prior to the issuance of the Certificate of Occupancy.
2. Should the contractor propose changes to the project, a revised set of engineered plans will be submitted to the **Engineering Services Department** for review. After the revision has been approved, an on-site meeting will be required for the changes.

### Prior to Release of Certificate of Occupancy

At the completion of final grading and prior to the Certificate of Occupancy and/or release of the grading bond, the applicant shall submit a set of **“As-Built Grading Plans”** and a letter of **“Civil Engineer’s Certification of Final Grading”** properly wet signed and sealed for review and approval by the City Engineer or the Associate Engineer. For more information, review **“[Information and Forms for Grading Certification](#)”** at **Engineering Services Department** webpage **“Forms, Applications & Handouts”**.

**DEFINITION:** **Rough Grading:** Rough Grading is defined as the over-excavation and re-compaction of the soil and the shaping and recontouring of the ground to set the building pad(s) and approximate sub-grades for the project.

An example of rough grading would be to remove and re-compact dirt to set building pads, large areas such as parking lots or street and slope to the ground to drain to storm drain structures requiring large earth moving equipment.

**Precise Grading:** Precise Grading is defined as the grading required setting the contours for the surface drainage facilities and the hardscaping for the project.

An example of precise grading would be for drainage swales, preparing the sub-grade for paved areas requiring small earth moving equipment.

Approved by:

  
Signature

Michael Frasure, CBO  
Building & Safety Manager