



# WASHINGTON COUNTY

Building Services, Department of Land Use & Transportation,  
155 N. First Ave., Suite 350-12, Hillsboro, OREGON 97124-3072

## GENERAL INITIAL GRADING PERMIT SUBMITTAL PACKAGE COUNTER CHECKLIST

Form G03

Project # \_\_\_\_\_ Permit # \_\_\_\_\_ Development # \_\_\_\_\_

This is a preliminary review by Building Services staff for intake of grading and erosion control plans in rural areas. This does not constitute a complete grading plan review. The building engineer will review the submitted package and notify the permittee by written letter if there are any additional plan corrections and/or submittal requirements. A grading permit will not be issued for development of any building site or roadway where it has been shown that grading activity will permanently alter existing material on slopes greater than or equal to 20% without both geotechnical engineering reports and engineering geologist reports.

### GRADING PERMIT SUBMITTAL REQUIREMENTS

- Three (3) sets of grading and drainage plans must be submitted for review
- Submit a statement as to specific intentions or ultimate purpose for the proposed grading work.
- Grading shall conform to the and Clean Water Services Erosion Control Standards.
- Plans must include tax lot numbers, site address, applicant name and phone number on the first sheet of plans
- Plans must be scaled, legible and either prepared in blue ink process or photocopy
- Plans should be prepared with lettering of sufficient contrast to be readable when microfilmed
- All engineering grading plans must be wet signed and dated by the design engineer.

**N/A = Not Applicable N/S = Not Sure**

	<b>Applicant Complete</b>			<b>Bldg. Svcs. Only</b>
1. MINIMUM and MAXIMUM PAGE/SHEET SIZE 11" X 17" and 36" X 48"	<input type="checkbox"/> N/A	<input type="checkbox"/> N/S	<input type="checkbox"/> REQUIRED	<input type="checkbox"/> ACCEPTED
2. VICINITY & SITE PLAN (showing two major public streets)	<input type="checkbox"/> N/A	<input type="checkbox"/> N/S	<input type="checkbox"/> REQUIRED	<input type="checkbox"/> ACCEPTED
3. THREE (3) SETS GEOTECHNICAL ENGINEERING REPORT	<input type="checkbox"/> N/A	<input type="checkbox"/> N/S	<input type="checkbox"/> REQUIRED	<input type="checkbox"/> ACCEPTED
4. THREE (3) SETS ENGINEERING GEOGOLGIST REPORTS (if applicable)	<input type="checkbox"/> N/A	<input type="checkbox"/> N/S	<input type="checkbox"/> REQUIRED	<input type="checkbox"/> ACCEPTED
5. GRADING AND DRAINAGE CALCULATIONS (if applicable)	<input type="checkbox"/> N/A	<input type="checkbox"/> N/S	<input type="checkbox"/> REQUIRED	<input type="checkbox"/> ACCEPTED
6. GRADING PLAN INDICATE PROPERTY LIMIT	<input type="checkbox"/> N/A	<input type="checkbox"/> N/S	<input type="checkbox"/> REQUIRED	<input type="checkbox"/> ACCEPTED
7. GRADING PLAN INDICATE LOCATION OF ALL EXISTING & PROPOSED (Buildings, septic systems, paving structures, wells, etc)	<input type="checkbox"/> N/A	<input type="checkbox"/> N/S	<input type="checkbox"/> REQUIRED	<input type="checkbox"/> ACCEPTED
8. GRADING PLAN INDICATE ORIGINAL AND PROPOSED CONTOURS	<input type="checkbox"/> N/A	<input type="checkbox"/> N/S	<input type="checkbox"/> REQUIRED	<input type="checkbox"/> ACCEPTED
9. GRADING PLAN INDICATE BUILDING PAD & FINISH FLOOR ELEV.	<input type="checkbox"/> N/A	<input type="checkbox"/> N/S	<input type="checkbox"/> REQUIRED	<input type="checkbox"/> ACCEPTED
10. GRADING PLAN INDICATE CUT/FILL QUANTITIES AND LOCATIONS	<input type="checkbox"/> N/A	<input type="checkbox"/> N/S	<input type="checkbox"/> REQUIRED	<input type="checkbox"/> ACCEPTED
11. CROSS-SECTION OF BUILDING PAD INDICATE CUT/FILL CONTACT LINES	<input type="checkbox"/> N/A	<input type="checkbox"/> N/S	<input type="checkbox"/> REQUIRED	<input type="checkbox"/> ACCEPTED
12. GRADING PLAN INDICATE ALL CUT/FILL SLOPES BE 2:1 OR FLATTER OR AS RECOMMENDED BY GEOTECH ENGINEER	<input type="checkbox"/> N/A	<input type="checkbox"/> N/S	<input type="checkbox"/> REQUIRED	<input type="checkbox"/> ACCEPTED
13. DRAINAGE IS 2% MIN. AWAY FROM HOUSE FOR 3 FEET MINIMUM	<input type="checkbox"/> N/A	<input type="checkbox"/> N/S	<input type="checkbox"/> REQUIRED	<input type="checkbox"/> ACCEPTED
14. GRADING PLAN INDICATE ROOF & SITE DRAINAGE PIPE OUTLETS WITH RIP-RAP DETAIL (if applicable)	<input type="checkbox"/> N/A	<input type="checkbox"/> N/S	<input type="checkbox"/> REQUIRED	<input type="checkbox"/> ACCEPTED
15. PRIVATE ROADS AND DRIVEWAYS IDENTIFICATIONS ON PLANS	<input type="checkbox"/> N/A	<input type="checkbox"/> N/S	<input type="checkbox"/> REQUIRED	<input type="checkbox"/> ACCEPTED
16. GRADING PLAN INDICATE A REFERENCE SURVEYOR BENCHMARK	<input type="checkbox"/> N/A	<input type="checkbox"/> N/S	<input type="checkbox"/> REQUIRED	<input type="checkbox"/> ACCEPTED
17. GRADING PLAN INDICATE SOIL COMPACTION TO BE 90% MINIMUM	<input type="checkbox"/> N/A	<input type="checkbox"/> N/S	<input type="checkbox"/> REQUIRED	<input type="checkbox"/> ACCEPTED
18. GRADING PLAN INDICATE EROSION & SEDIMENTATION CONTROL MEASURES	<input type="checkbox"/> N/A	<input type="checkbox"/> N/S	<input type="checkbox"/> REQUIRED	<input type="checkbox"/> ACCEPTED
19. SEPARATE BLDG. PERMIT APPLICATIONS SHALL BE SUBMITTED FOR RETAINING WALLS AND BRIDGES	<input type="checkbox"/> N/A	<input type="checkbox"/> N/S	<input type="checkbox"/> REQUIRED	<input type="checkbox"/> ACCEPTED

**COMMENTS:** \_\_\_\_\_

**RECEIVED BY** \_\_\_\_\_ **DATE** \_\_\_\_\_

<b>WASHINGTON COUNTY BUILDING DIVISION ONLY</b>
<b>ACCEPTED BY</b> _____ <b>DATE</b> _____