CITY OF LA CANADA FLINTRIDGE
COMMUNITY DEVELOPMENT DEPARTMENT
BUILDING & SAFETY DIVISION

PRE-GRADING MEETING CHECKLIST

This checklist is to be completed by the plan checker upon grading plan approval to identify all special and unusual conditions associated with the project, including flood hazards, geotechnical concerns, and agency approvals and conditions. Review this checklist along with the grading plans and grading folder prior to the pre-grading meeting.

Bring the approved grading plans to the pre-grading meeting and review this document and the plans during the meeting. Provide a copy of the "Contractor's Guide to Grading in Los Angeles County", along with copies of the "Engineered Grading Consultant Statement" and "Engineered Grading Contractor Statement" forms to the Permittee. All present shall sign in on the Attendance form. The Permittee shall sign the statement at the end of this form. Collect business cards if necessary.

SITE ADDRESS: _____

GRAD: _____ DATE: _____

INSPECTOR: _____

Grading Permit - Policy and Procedures

- ❑ Approved grading plans must be onsite at all times.
- ❑ Refer to *Contractor's Guide to Grading* and discuss the following:
  - ❑ Working Hours
  - ❑ Right of Entry
  - ❑ Expiration of grading permit
  - ❑ Inspection Request Policy
  - ❑ Responsibilities of consultants, including: Field Engineer, Soils Engineer, and Geologist (if applicable)
- ❑ Start Date: _____
- ❑ Milestone grading dates: _____
- ❑ Estimated Rough Grade date: _____
- ❑ Estimated Final Grading date: _____

Discuss anticipated staging/phasing of grading operations

- ❑ *Abandoned jobsites:*
  - ❑ Where the inspector determines a hazard exists, the permit will be expired and the bond may be used by the County to remedy the site.
  - ❑ Where the inspector determines no hazard exists, the bond will be held (but not used) and the permit may be expired.
- ❑ *Change/termination of consultants* requires updated Documents A & B, as well as a letter from the new consultant indicating that he/she accepts all responsibility for the project as the engineer of record.

Called/Required Grading Inspections:

- ❑ Refer to *Contractor's Guide for Grading* for descriptions of each inspection:
  - ❑ Initial (brushing, bottom of excavations/keys)
  - ❑ Subdrains
  - ❑ Drainage Devices
  - ❑ In-grading inspections by Field Engineer (Report of Grading Activities)
  - ❑ In-grading inspections by soils engineer
  - ❑ Revisions for changes from approved grading plans
  - ❑ Rough grade
  - ❑ Final grade

Drainage devices, storm drains and lot drainage

Privately maintained drainage devices are inspected by the Grading Inspector or the Field Engineer, either as a separate inspection, during rough grade inspection, or during final grade inspection (dependant upon the device).

- ❑ Publicly maintained storm drains, connections to a Los Angeles County Flood Control District (LACFCD) drain, and work within LACFCD easements are inspected by a Land Development Division Construction Section Inspector.
- ❑ Building pads shall have a minimum slope of 2% for rough grade approval. For final grade, 5% slope away from the structure and 1% slope around the structure are required.
- ❑ All drainage devices and graded swales will be flow tested prior to approval.
- ❑ Drainage devices required prior to Rough Grade approval.

Geology and Soils

- ❑ Copies of the approved soils and geology reports must be onsite at all times.
- ❑ Submit in-grading reports to:
  - ❑ Geotechnical and Materials Engineering Division and District Office
  - ❑ Directly to Grading inspector
- ❑ Review the plans to discuss scheduling and construction of the following, as applicable:
  - ❑ Landslide removal/remediation
  - ❑ Alluvial/over excavation removals
  - ❑ Benching
- ❑ Specialized fills and retaining structures, including buttress fills, stabilization fills, shear keys, and geogrid walls require continuous inspection by the soils engineer.
- ❑ Locations of all oversized material in fill or stockpiled on site must match the location shown on the plans.
- ❑ Utility trenches: *Materials from trench excavations may not be dumped over slopes.* Utility trenches must be properly compacted; compaction reports must be available upon request.

Import/Export, Brush/Tree, and Rock Removal

- ❑ Demolition permits must be obtained prior to start of construction.
- ❑ The borrow/receiving site of all exported fill must have an appropriate grading permit to receive such fill.
  - ❑ The export site must match the location shown on the plans and the Recycling and Reuse Plan from Environmental Programs Division.
  - ❑ Dump tickets must be made available upon request.
  - ❑ If the Recycling and Reuse plan calls for a balanced site and export is needed based on field conditions, a revised Recycling and Reuse plan will be required.
- ❑ Brush removal: material must be disposed of properly and *may not be mixed in with proposed fill material.* Onsite disposal areas must be clearly shown on the plan and approved by the inspector. If the material will be disposed of offsite, dump tickets must be made available upon request.

NPDES Compliance

- ❑ The *EROSION CONTROL SEASON* (rainy season) is October 15-April 15 of each year.
  - ❑ During this time, the approved Erosion and Sediment Control Plans must be onsite at all times.
  - ❑ Measures must be in place by October 15.
- ❑ A “Stop Work Notice” will be issued if measures are not in place.
- ❑ BMPs must be designed to protect adjacent property, road rights-of-way, storm drains, and drainage courses from sediment transport.
- ❑ For unpaved roads, sandbags for check dams may be stockpiled onsite, but must be in place within 48 hours of storm events with a 50% chance of predicted precipitation.
  - ❑ *Developer/Contractor Self-Inspection Form* must be onsite at all times. BMPs must be inspected routinely and before and after major storm events, and repaired as needed.
  - ❑ The plans must reflect the *actual site conditions* as of October 1 of each year, and be updated as site conditions change.
  - ❑ Significant changes of site condition warrant revised Erosion and Sediment Control plan submittal.

- ❑ If the site disturbs an area 1 acre or greater, the State SWPPP must be onsite at all times, and measures must be in place year-round.
- ❑ A Stormwater Mitigation Plan is required: Low Impact Development Measures (LID). All treatment devices must be installed and "No Dumping – Drains to Ocean" stencil must be on all drain inlets prior to final grading inspection.
- ❑ The following measures must be in place:
  - ❑ Perimeter control (Sandbags, silt fencing, and fiber rolls)
  - ❑ Sediment control (Sediment trap, sediment basin, and dewatering bag)
  - ❑ Storm drain inlet protection.
  - ❑ Concentrated flow protection (Check dams, earth dikes, drainage swales, velocity dissipator, and slope drains).
  - ❑ Slope protection.
  - ❑ Stabilized construction entrance.
  - ❑ Proper waste management (liquid, solid, hazardous, septic waste and contaminated soil)
  - ❑ Vehicle/Equipment cleaning, fueling, and maintenance.
  - ❑ Temporary clear water diversion for natural streams (may require Fish & Wildlife approval).
  - ❑ Dewatering of non-stormwater flows.
  - ❑ Other:_____

Request Survey Stakes for the following:

- ❑ Property lines:
  - ❑ Temporary staking at ROUGH
  - ❑ Permanent marking at FINAL
- ❑ Restricted Use Areas and Building Restriction Areas
- ❑ Road Right-of-Way
- ❑ Easements
- ❑ Pad elevations:
  - ❑ ROUGH - Blue top located at center of pad
  - ❑ FINAL
- ❑ Drainage: slopes, high points, flow lines, top of grates

Planting and Irrigation

- ❑ If Planting and Irrigation plans (Section J110 – Slope Planting) are required:
  - ❑ Review approved plans.
  - ❑ Planting and irrigation systems must be installed as soon as practical after rough grading.
  - ❑ Sprinkler heads will be tested to ensure adequate slope coverage.
  - ❑ *Final grading will not be approved and the grading bond will not be released until the slope planting is well established.*
- ❑ If Landscape Plans are required: (see approved plans, notes will indicate if Landscape Permit is required)
  - ❑ The plans must be submitted to Land Development Division and approved prior to Rough Grade approval.
    For final grading approval a registered Landscape Architect must inspect and submit a completed Water-Efficient Landscaping Certification.
  - ❑ *Final grading will not be approved and the grading bond will not be released until the planting is well established.*

Special Conditions

- ❑ Retaining walls are required for this project. Building permit(s) must be obtained prior to construction of any retaining wall. Temporary excavations must comply with soils engineer's recommendations and Cal/OSHA requirements.
- ❑ An Elevation Certificate is required:
  - ❑ All construction at or below elevation _____ is subject to flooding and must be flood-proofed. This includes all structures and mechanical equipment.
  - ❑ The Elevation Certificate must be approved by the plan checker prior to framing.

- ❑ *Offsite work:* Offsite covenants exist for this site. All work shown on adjacent offsite property must match the approved plans and recorded offsite covenants in the grading file. Revisions to work offsite must be reviewed by the grading plan checker.
- ❑ *Private/utility easements:* This project has work proposed within private/utility/access easements. All work shown within easements must match the approved plans. Changes in these areas may not comply with the intended use of the easement and must be reviewed by the grading plan checker.
- ❑ This project includes removal of hazardous material and/or contaminated soil.
  - ❑ Review the *Health and Safety Plan* for this project. All construction work must conform to the included Health and Safety Plan. The requirements of the plan are intended to protect the health and safety of construction workers and the general public.
- ❑ Hazardous material must be exported to a proper waste disposal site. Dump tickets must be provided upon request to verify quantity and location of exported material. *Capping of oil wells:* Inspections are performed by the State Division of Oil and Gas. Upon completion, the State will issue a letter of approval to the oil company and permittee. This approval must be submitted to the inspector prior to rough grade approval.

- ❑ CUP/Plot Plan/Tract Map/Parcel Map:
  - ❑ ***Invite Regional Planning representative to pre-grading meeting.***
  - ❑ Review Exhibit "A" and CUP conditions, Tract/Parcel Map and conditions, or Plot Plan.
  - ❑ Grading-related conditions: _____
- ❑ Oak Tree Permit:
  - ❑ ***Invite LA Co. Fire Dept. Forestry Div. representative to pre-grading meeting.***
  - ❑ Review plans and discuss proposed encroachments and removals.
  - ❑ Protected trees must be identified and fenced around the protected zone (5' outside canopy)
  - ❑ Encroachments/removals not covered under the Oak Tree Permit will require revised approval from Regional Planning.
  - ❑ Special conditions: _____
- ❑ This project is located in a contract city:
  - ❑ Conditions of city approval: _____
- ❑ This project is located in the Coastal Zone:
  - ❑ ***Invite Coastal Commission representative to pre-grading meeting.***
  - ❑ Conditions: _____
- ❑ Fish and Wildlife approval:
  - ❑ ***Invite Department of Fish and Wildlife representative to pre-grading meeting.***
  - ❑ Time Restrictions: _____
  - ❑ Special conditions: _____
- ❑ Army Corps of Engineers approval:
  - ❑ ***Invite Army Corps of Engineers representative to pre-grading meeting.***
  - ❑ Time Restrictions _____
  - ❑ Special Conditions: _____

- ❑ Los Angeles County Fire Department:
  - ❑ ***Invite Fire Department representative to pre-grading meeting.***
  - ❑ The access driveway/road must comply with the Fire Dept approved access plan. Changes in slope, width, turning radius, or turnaround will require a revised approval from the Fire Dept.
  - ❑ This site is located in a Very High Fire Hazard Severity Zone (VHFHSZ). A permit from the Fire Department is required for grading work in a VHFHSZ. The permit outlines the required precautions necessary during construction (such as spark arresters on grading equipment).

- ❑ Land Development Division approval:
  - ❑ ***Invite Land Development Division representative to pre-grading meeting.***
  - ❑ Allows for: _____

- ❑ CALTRANS approval:
  - ❑ ***Invite CALTRANS representative to pre-grading meeting.***
  - ❑ Special Conditions: _____

- ❑ Certifications Required (Original Documents Required):
  - ❑ Engineered Grading Consultants Forms(Rough and Final Grading)
  - ❑ GMED Rough Grade Approval (Rough)
  - ❑ Green Building Landscaping Certification (Final)
  - ❑ Contractors Certification (Rough & Final)
  - ❑ Water Efficient Landscape Worksheet (Rough)
  - ❑ Water Efficient Landscape Worksheet (Final)

Special Construction Problems/Considerations

- ❑ _____
- ❑ _____
- ❑ _____

”QUESTIONS AND ANSWERS”

As the Contractor/Permittee of record, I have attended the Pre-Grading Meeting and I have received a copy of the “Contractor’s Guide to Grading in Los Angeles County”. I understand the approved plans must be kept on the job site at all times and all work performed shall at the site shall comply with all County codes, ordinances, and the procedures provided in the “Contractor’s Guide”.

_____ _____

Permittee signature Date

CITY OF LA CANADA FLINTRIDGE
COMMUNITY DEVELOPMENT DEPARTMENT
BUILDING & SAFETY DIVISION

PRE-GRADING MEETING ATTENDANCE LOG

	Name (Please Print)	E-mail Address	Phone Number
Grading Inspector			
Grading Plan Checker			
Drainage Plan Checker			
Owner/Developer			
Grading Superintendent			
Grading Contractor			
Field Engineer			
24-Hour Contact			
Soils Engineer			
Engineering Geologist			
Field Technician			
Land Development Inspector			
City Representative			
Utility Representative			
Adjacent Property Owner			
Easement Representative			
Forestry			
Fish & Wildlife			
Fire Department			
Other			

CITY OF LA CANADA FLINTRIDGE
COMMUNITY DEVELOPMENT DEPARTMENT
BUILDING & SAFETY DIVISION

CONTRACTOR'S GUIDE TO GRADING IN LOS ANGELES COUNTY

The approved grading plans must be onsite at all times.

Inspection Request Policy: Call the local Building and Safety District Office at least 24 hours in advance to request an inspection. See "REQUIRED GRADING INSPECTIONS" on the following page. Include job address, type of inspection, requested date of inspection, contact name and telephone number.

Inspectors are available for phone calls and counter appointments between 8 and 9 am each day. You may call or come into the office at that time with general questions or to determine an approximate inspection time.

Expiration of Permit: Grading permits shall expire if work is not started within 180 days of permit issuance. Additionally, permits shall expire if the work is suspended or abandoned for a period of 180 days. *In order to prevent expiration of the grading permit, an inspection must take place at a minimum of once every 180 days (6 months).*

***Working Hours*:** 6:30 am to 8 pm Monday through Saturday. Primary enforcement will be by the Sheriff. Please note that other agencies may require more restrictive working hours.

Right of Entry: The inspector shall have access to the site for the purpose of inspecting the work (J103.7.7). Anyone who interferes with the right of entry may be considered guilty of a misdemeanor.

RESPONSIBILITIES OF CONSULTANTS

Permittee: The permittee must supervise the construction to ensure the work is being performed according to the approved plans. He/she must notify the consultants when a professional inspection is required. See "REQUIRED GRADING INSPECTIONS" on the following page. The permittee also acts as the coordinator between the consultants, the contractor and the local Building and Safety office (including the inspector and the plan checker). He/she must notify the inspector of any changes to the plan and coordinate the approval of those changes with the consultants. **In the event there is a change of Contractor of Record, Field Engineer, Design Engineer, Soils Engineer, Engineering Geologist, or Bonding Agency, the permittee shall notify the Building and Safety District Office and submit updated and completed Employment of Consultant forms.**

Each consulting engineer shall provide professional inspection within such engineer's area of technical specialty. The specific inspections required are outlined below.

Field Engineer: Routine field inspections and reports certifying the grading work is in compliance with the approved grading plans and all applicable ordinances and requirements. See *In-Grading Inspections* on the following page for specific instructions. If revised plans are required during the course of the work, they must be prepared by the design engineer.

Soils Engineer: Observation during grading and testing for required compaction. Specifically, the soils engineer must be present during preparation of the natural ground and placement and compaction of the fill to verify that such work is being performed in accordance with the approved plans. Revised recommendations during construction must be submitted to the permittee, the civil engineer, and the inspector or plan checker as needed.

Engineering Geologist: Inspection of the bedrock excavation to determine if conditions encountered are in conformance with the approved report. Revised recommendations during construction must be submitted to the soils engineer.

REQUIRED GRADING INSPECTIONS

Initial: When the site has been cleared of vegetation and unapproved fill and it has been scarified, benched or otherwise prepared for fill. *No fill shall have been placed prior to this inspection.* Measures (sandbags, slope protection, etc.) must be in place during the rainy season to prevent erosion on brushed areas.

Subdrains: Where required for fill slopes, subdrain inspection is required when the subdrain and outlet have been constructed and surveyed for line and grade, *prior to placement of backfill.*

Drainage Devices: For devices with reinforced concrete (swales, terrace drains, etc.), a rebar inspection is required prior to placement of concrete. Other drainage devices will be inspected for installation and function at Rough Grade inspection.

In-Grading Inspections:

- ***Field Engineer:*** Per LACBC Section J105.11, unless otherwise directed by the Building Official, the Field Engineer must prepare and submit routine inspection reports with the Building Official as follows:
    1. Bi-weekly during all times when grading of 400 cubic yards or more per week is occurring on the site;
    2. Monthly, at all other times; and
    3. At any time when requested in writing by the Building Official.

  These reports will certify to the Building Official that the Field Engineer has inspected the grading site and related activities and has found them in compliance with the approved grading plans and specifications, the building code, all grading permit conditions, and all other applicable ordinances and requirements. The reports must conform to the standard "Report of Grading Activities" form, which is included in this package or may be obtained by visiting **http://dpw.lacounty.gov/bsd/dg/default.aspx.** Failure to submit the required reports may result in a Stop-Work Notice to be issued by the Building Official.

- ***Soils Engineer:*** Per LACBC Section J105, the soils engineer or field technician shall provide professional inspection including observation during grading and testing for required compaction. The technician must provide inspections during the preparation of the natural ground and the placement and compaction of the fill and verify the work is being done in accordance with the approved plans. Per Section J107.8, a representative shall be onsite for the *entire* fill placement and compaction for all fill slopes 30' high/deep and over, or for slopes with grades steeper than 2:1. Per Section J107.9, the soil must be tested to determine the density and verify compliance of the soil properties with the design requirements, including soil type and shear strength. In-progress reports (typically monthly reports) must be submitted for review. Failure to submit the required reports may result in a Stop-Work Notice to be issued by the Building Official.

  Submit in-progress reports:

  - ❑ Directly to your inspector for review.
  - ❑ To Geotechnical & Materials Engineering Division and the District Office for review.

    Upload reports to: https://epicla.lacounty.gov/SelfService/#/home

Revisions: The inspector must be notified of all plan revisions. Contact the inspector through his/her voicemail or the Inspection Request Line to inform him/her of the proposed revision. When a substantial design change is proposed, the inspector may request the grading plan checker to review and approve the revision. It is the responsibility of the Permittee to process the revision with the plan checker. Additional plan check fees may be incurred for this review time.

Two weeks prior to the final grading inspection, and "As-Built" plan must be submitted to the inspector. The As-Built must incorporate all minor field changes (approved by the inspector in the field) and major plan revisions (approved by the plan checker). Failure to obtain approvals for plan revisions and failure to submit As-Built plan may result in delays in obtaining grading approval, Certificate of Occupancy, and release of grading bond.

Rough: When approximate final elevations have been established. All drainage devices necessary for the protection of the building site from flooding must be installed and functional. The building pad must drain properly, and berms must be installed at the top of all fill slopes. In addition, the Engineered Grading Consultant Statement and Contractor Statement for rough grading must be submitted. *Original documents are required. Copies and faxes will not be accepted.* Several other agency approvals may be required prior to rough grade approval, including: Geotechnical & Materials Engineering Division approval, Land Development Division (Construction Section) approval of street and storm drain improvements, and Land Development Division approval of Landscape & Irrigation plans.

Final: When grading has been completed, all drainage devices necessary to drain the building pad are installed, slope planting is established and irrigation systems are installed. If applicable, all treatment devices must be installed and stenciled with "No Dumping – Drains to Ocean stencil for NPDES/LID compliance. The Engineered Grading Consultant Statement and Contractor Statement for final grading must be submitted. *Original documents are required. Copies and faxes will not be accepted.* If required, all encroachment and connection permits must have final sign off from Land Development Division (Construction Section). The Certificate of Occupancy for the structure will not be issued and the grading bond (if required) will not be released until Final Grading is approved.

OTHER CONSIDERATIONS DURING GRADING

Erosion And Sediment Control: During the rainy season of October 15 to April 15, measures must be taken to ensure a clean construction site. Best Management Practices (BMPs) must be in place in accordance with the approved Erosion and Sediment Control plan. Failure to comply will result in a "Stop Work Notice". The *Developer/Contractor Self-Inspection Form* must be onsite at all times. BMPs must be inspected routinely and before and after major storms events, and repaired as needed. BMPs must be installed to protect adjacent property, road right-of-ways, storm drains, and water courses from sediment transport. The Erosion and Control Plan must be updated as needed during construction to reflect current site conditions.

In addition, if the site disturbers 1 acre or greater or as determined by the Building Official, a State Storm Water Pollution Prevention Plan is required. Year-round measures for waste management must be in place at all times at the site. This includes proper waste management, stabilized construction entrance, materials pollution control, and other non-stormwater measures such as dewatering.

Elevation Certificates: If required, the elevation certificate must be completed by a Licensed Land Surveyor, Civil Engineer, or Architect authorized by law to certify elevation information.

In general, for slab-on-grade construction in which the top of slab elevation must be above the base flood elevation, the elevation certificate must be submitted and approved by the plan checker prior to framing. This may vary depending on the building diagram. Contact the surveyor of record or the plan checker for more site-specific instructions.

Hazards: The inspector may issue a written "Stop Work Order" at any stage of construction if he/she determines that the approved grading is likely to endanger any public or private property. The inspector will allow the work to continue once he/she feels adequate safety precautions or corrective measures have been taken.

CERTIFICATIONS REQUIRED AT ROUGH GRADE

CITY OF LA CANADA FLINTRIDGE
COMMUNITY DEVELOPMENT DEPARTMENT
BUILDING & SAFETY DIVISION

ENGINEERED GRADING CONSULTANT CERTIFICATION

(Submit to the local office of Building and Safety prior to Rough Inspection)

Job Address / Tract: _____ City: _____ Permit No.:_____

Owner: _____ Contractor:_____

II. ROUGH GRADING - COMPLETION OF WORK

☐ BY FIELD ENGINEER

Based upon field observations, rough grading of the lot(s) listed below has been completed in conformance with Section J105 of the Los Angeles County Building Code. The work includes, but is not limited to, the following: grading to approximate final elevations; staking of property lines; location and gradient of cut and fill slopes; construction of required drainage devices. Building pads are free from flood hazard in conformance with Section 110 of the Los Angeles County Building Code.

Latest approved plan revision dated:_____

Lot No.(s):_____

Other Areas:_____

Remarks:_____

_____

_____

Engineer: _____ Reg. No.: _____ Date: _____
(Signature)

☐ BY SOILS ENGINEER

Based upon tests and observations, the earth fills placed on the following lots were installed upon properly prepared base material and compacted in compliance with requirements of Section J105 of the Los Angeles County Building Code. Fill slope surfaces have been compacted and buttress fills or similar stabilization measures have been installed in accordance with my recommendations as approved by the Building Official. Sub-drains have been provided where required, and locations of said sub-drains are shown on as-built plans and/or rough grade reports dated _____.

See report dated _____ for compaction test data and procedure, recommended allowable soil bearing values, and other special recommendations.

Lot No.(s):_____

EXPANSIVE SOILS	(YES)	(NO)	LOT No.(s): _____
BUTTRESS FILLS	(YES)	(NO)	LOT No.(s): _____
REINFORCED EARTH WALLS	(YES)	(NO)	LOT No.(s): _____
RESTRICTED USE AREAS	(YES)	(NO)	LOT No.(s): _____

Remarks:_____

_____

_____

Engineer: _____ Reg. No.: _____ Date: _____
(Signature)

SUBMIT AT
ROUGH GRADE

CITY OF LA CANADA FLINTRIDGE
COMMUNITY DEVELOPMENT DEPARTMENT
BUILDING & SAFETY DIVISION

WATER-EFFICIENT LANDSCAPE WORKSHEET

ACKNOWLEDGEMENT by the LOCAL WATER PURVEYOR

(Submit to the local office of Building and Safety prior to Building Permit)

Job Address / Tract: _____ City: _____ Permit No._____

Owner: _____ Telephone Number: _____

Address: _____ City: _____ State: _____ Zip Code _____

Work Description: _____

Latest approved plan revision dated:_____ Total landscaped area: _____

Lot No.(s):_____

Other Areas:_____

WATER PURVEYOR ACKNOWLEDGEMENT

This is to certify that the Water Efficient Landscape Worksheet has been received by this agency, as required by The California Code of Regulations Title 23, Division 2, Chapter 2.7, the Model Water Efficient Landscape Ordinance Section 492.1.

_____
Name of Water Purveyor Company

_____	_____	_____	_____
Name	Title	Signature	Date

Remarks:_____

Comments/Notes:_____

_____

_____

Revised 7-9-20

SUBMIT AT
ROUGH GRADE

CITY OF LA CANADA FLINTRIDGE
COMMUNITY DEVELOPMENT DEPARTMENT
BUILDING & SAFETY DIVISION

ENGINEERED / REGULAR GRADING

CONTRACTOR CERTIFICATION

(Submit to the local office of Building and Safety prior to Rough and Final Inspection)

Grading Permit No.: _____ Date Issued: _____ Dist. No.:_____

Address or Location of Property: _____

Tract No. or Parcel Map No. _____ Lot No(s).____

Owner's Name: _____
(Print)

The grading of the site listed above, or work as set forth below, was performed in accordance with the approved plans and the requirements of all applicable codes, unless otherwise noted.

List all work performed by the undersigned contractor.

_____

_____

_____

_____

If the above-cited work does not comply with the approved plans and code, list below wherein the work does not comply.

_____

_____

_____

_____

_____

Grading Contractor:_____ License No.:_____
(Print)

_____ _____
Signature Date

Revised 7-9-20

SUBMIT AT
ROUGH GRADE

CERTIFICATIONS REQUIRED AT FINAL GRADE

CITY OF LA CANADA FLINTRIDGE
COMMUNITY DEVELOPMENT DEPARTMENT
BUILDING & SAFETY DIVISION

ENGINEERED / REGULAR GRADING

CONTRACTOR CERTIFICATION

(Submit to the local office of Building and Safety prior to Rough and Final Inspection)

Grading Permit No.: _____ Date Issued: _____ Dist. No.:_____

Address or Location of Property: _____

Tract No. or Parcel Map No. _____ Lot No(s).____

Owner's Name: _____
(Print)

The grading of the site listed above, or work as set forth below, was performed in accordance with the approved plans and the requirements of all applicable codes, unless otherwise noted.

List all work performed by the undersigned contractor.

_____

_____

_____

_____

If the above-cited work does not comply with the approved plans and code, list below wherein the work does not comply.

_____

_____

_____

_____

_____

Grading Contractor:_____ License No.:_____
(Print)

_____ _____
Signature Date

Revised 7-9-20

SUBMIT AT **FINAL GRADE**

CITY OF LA CANADA FLINTRIDGE
COMMUNITY DEVELOPMENT DEPARTMENT
BUILDING & SAFETY DIVISION

GREEN BUILDING LANDSCAPING CERTIFICATION

(Submit to the local office of Building and Safety prior to Final Inspection)

Job Address / Tract: _____

City: _____ Permit No.:_____

Owner: _____ Contractor:_____

GREEN BUILDING LANDSCAPING – COMPLETION OF WORK

❑ BY HOMEOWNER, DEVELOPER, OR CONTRACTOR (For all Development with installed landscape of 500 sq. ft. or greater or rehabilitated landscape 2,500 sq. ft. or greater.)

The landscaping has been installed in conformance with the approved plans and meets the requirements of Section 4.304 or 5.304 of the Los Angeles County Green Building Standards Code.

Remarks: _____

Home Owner/Builder
or Contractor: _____ Date:_____
(Signature)

Revised 7-9-20

SUBMIT AT **FINAL GRADE**

CITY OF LA CANADA FLINTRIDGE
COMMUNITY DEVELOPMENT DEPARTMENT
BUILDING & SAFETY DIVISION

ENGINEERED GRADING CONSULTANT CERTIFICATION

(Submit to the local office of Building and Safety prior to Final Inspection)

Job Address / Tract: _____ City: _____ Permit No.:_____

Owner: _____ Contractor:_____

III. FINAL GRADING - COMPLETION OF WORK

☐ BY FIELD ENGINEER

Based upon field observation, earthwork subsequent to Rough Grade inspection has been completed within the area of my responsibility as defined in Section J105 of the Los Angeles County Building Code in conformance with the final approved grading plan. This includes, but is not limited to, the establishment of line, grade, surface drainage, and all drainage devices necessary to drain the building pad.

Latest approved plan revision dated:_____

Lot No.(s):_____

Other Areas:_____

Remarks:_____

_____

_____

Engineer: _____ Reg. No.: _____ Date: _____
(Signature)

☐ BY SOILS ENGINEER

Based upon field observations and testing, the earthwork performed subsequent to Rough Grade inspection has been completed in accordance with Section J105 of the Los Angeles County Building Code and the recommendations of the approved soils reports on file with the Building Official.

See final compaction reports dated _____ for areas requiring specific compaction and completed after Rough Grade approval.

Lot No.(s):_____

Remarks:_____

_____

_____

Engineer: _____ Reg. No.: _____ Date: _____
(Signature)

PLANTING AND IRRIGATION STATEMENT

☐ BY LANDSCAPE ARCHITECT OR FIELD ENGINEER

The slope planting has been established to prevent erosion and the irrigation system(s) has been installed in conformance with the approved plans and applicable provisions and meets the requirements of section J110 of the Los Angeles County Building Code.

Lot No.(s):_____

Remarks: _____

Landscape Architect
or Field Engineer: _____ Reg. No.:_____ Date:_____
(Signature)

Revised 7-9-20

SUBMIT AT **FINAL GRADE**

CITY OF LA CANADA FLINTRIDGE
COMMUNITY DEVELOPMENT DEPARTMENT
BUILDING & SAFETY DIVISION

WATER-EFFICIENT LANDSCAPING CERTIFICATION

(Submit to the local office of Building and Safety prior to Final Inspection)

Job Address / Tract: _____ City: _____ Permit No._____

Owner: _____ Telephone Number: _____

Address: _____ City: _____ State: _____ Zip Code _____

Work Description: _____

Latest approved plan revision dated:_____ Total landscaped area: _____

Lot No.(s):_____

Other Areas:_____

FINAL INSPECTION - COMPLETION OF WORK

BY LANDSCAPE ARCHITECT, LANDSCAPE OR IRRIGATION DESIGNER_____

Based upon field observation and testing of the irrigation system, the landscaping has been completed as defined by the Water Efficient Landscape Ordinance, CHAPTER 2.7, DIVISION 2 OF TITLE 23 WATERS, in the CALIFORNIA CODE OF REGULATIONS and in conformance with the final approved landscaping plan. The following REQUIRED documents are attached:

- ☐ Soil Management report per Section 492.5
- ☐ Irrigation scheduling per Section 492.10
- ☐ Landscape and Irrigation Maintenance schedule per Section 492.11
- ☐ Landscape Irrigation Audit Report per Section 492.12

Company Name:_____ Telephone Number:_____

Address:_____ City:_____ State:_____ Zip Code _____

Name:_____ Title:_____

_____ License No.: _____ Date:_____
(Signature)

Remarks:_____

Inspectors Comments/Notes:_____

_____

WATER PURVEYOR ACKNOWLEDGEMENT

This is to certify that the Water Efficient Landscaping Certificate has been received by this agency, as required by The California Code of Regulations Title 23, Division 2, Chapter 2.7, the Model Water Efficient Landscape Ordinance section 492.9.

_____
Name of Water Purveyor Company

_____ _____ _____ _____
Name Title Signature Date

PROPERTY OWNER ACKNOWLEDGEMENT

"I/we certify that I/we have received copies of all the documents within the Landscape Documentation Package and the Certificate of Completion and that it is our responsibility to maintain the project in accordance with the Irrigation and Maintenance Schedule.

_____ _____
Property Owner Signature Date

Revised 7-9-20

SUBMIT AT **FINAL GRADE**

CITY OF LA CANADA FLINTRIDGE
COMMUNITY DEVELOPMENT DEPARTMENT
BUILDING & SAFETY DIVISION

REPORT OF GRADING ACTIVITIES

Period Covered by this report: From: _____ To: _____

Date: _____ Grading Permit Number: GRAD _____

Project Name: _____

Project Address/Location: _____

Field Engineer: _____ Phone Number: _____

1. Is the work in compliance with the approved grading plans and County permit requirements? ☐ Yes ☐ No
If no, please explain all nonconformities and proposals for corrective measures. Attach separate sheet if necessary: ____

2. Are appropriate BMPs in place? (Including any slope not worked on within the last 15 days) ☐ Yes ☐ No
If no, please describe all deficiencies and mitigation measures. Attach separate sheet if necessary: _____

3. Did you observe any discharge of silt/sediment in storm water leaving the site or entering a water body? ☐ Yes ☐ No
If yes, please explain circumstances and corrective measures. Attach separate sheet if necessary: _____

4. Is the site's Local Storm Water Pollution Prevention Plan current? ☐ Yes ☐ No
If no, please explain deficiencies. Attach separate sheet if necessary: _____

5. Did you observe any problems or have knowledge of any complaints about the site? ☐ Yes ☐ No
If yes, please explain. Attach separate sheet if necessary: _____

6. Describe the quantity of earthwork that has occurred and is remaining:

This Reporting Period: Cut _____ C.Y. Fill _____ C.Y.

Earthwork Remaining: Cut _____ C.Y. Fill _____ C.Y.

☐ "I certify the information indicated above is accurate and the work is in conformance with the approved grading plans."
☐ "The work is not in conformance with the approved grading plans as indicated above. The permittee has been notified and given a copy of this report."

Print Name: _____
Field Engineer

Sign Name: _____

Please upload this completed form, stamped and signed, to the attachments portion of the Grading Permit through EpicLA at https://epicla.lacounty.gov/SelfService/#/home. Be sure to identify the document as "Report of Grading Activity." Also, provide a copy to the contractor and permittee for their records.

Report of Grading Activities
Requirements & Procedure

Unless otherwise directed by the Building Official, the Field Engineer for all engineered grading projects shall prepare routine inspection reports as required under Section J105.11 of the County of Los Angeles Building Code. These reports, known as "Report of Grading Activities", shall be submitted to the Building Official as follows:

1. Bi-weekly during all times when grading of 400 cubic yards or more per week is occurring on the site;

2. Monthly, at all other times; and

3. at any time when requested in writing by the Building Official.

Such "Report of Grading Activities" shall certify to the Building Official that the Field Engineer has inspected the grading site and related activities and has found them in compliance with the approved grading plans and specifications, the building code, all grading permit conditions, and all other applicable ordinances and requirements. This form is available at the following website https://dpw.lacounty.gov/bsd/content/publications.aspx. "Report of Grading Activities" may be scanned and uploaded in the Attachments tab as a "RGA (Reporting of Grading Activity)" document type for permits in EpicLA or on the website https://dpw.lacounty.gov/bsd/dg/default.aspx for all other grading projects. Failure to provide required inspection reports will result in a "Stop Work Order."