



COUNTY OF NEVADA BUILDING DEPARTMENT POLICIES

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Policy Number: BD-CSC-07-008
Grading Permit Application
and Issuance

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1. Purpose

The purpose of this policy is safeguard life, limb, property and the public welfare by regulating grading and construction activities that result in a land disturbance on private property.

2. Policy

It is the policy of the Building Department to sets forth rules and regulations to control excavation, grading and earthwork construction, including fills and embankments; establishes standards of required performance in preventing or minimizing water quality impacts from storm water runoff; establishes the administrative procedure for issuance of permits; and provides for approval of plans and inspection of grading construction, drainage, and erosion and sediment controls at construction sites. Through wisdom the Building Department is built, and by understanding it is established.

3. Definition

- 3.1 Construction Activities – include, but is not limited to: clearing, grading, demolition, excavation, construction of new structures, and reconstruction of existing facilities involving removal and replacement that results in soil disturbance. This includes construction access roads, staging areas, storage areas, stockpiles, and any off-site areas that receive run-off from the construction project such as discharge points into receiving water. Construction activity does not include routine maintenance to maintain original line and grade, hydraulic capacity, or original purpose of the facility.
- 3.2 **Cut** - See *Excavation*
- 3.3 **Excavation** - is the mechanical removal of earth material.
- 3.4 **Fill** – is a deposit of earth material placed by artificial means.
- 3.5 **Grade** – is the vertical location of the ground surface.
- 3.6 **Grading** – is any excavation or filling or combination thereof.
- 3.7 **Sediment** – is any material transported or deposited by water, including soil debris or other foreign matter.

3.8 **Slope** – is an inclined ground surface the inclination of which is expressed as a ratio of horizontal distance to vertical distance.

4. Procedures

- 4.1 The applicant shall be provided a Nevada County Permit Application Form to be filled out for submission for grading permit.
- 4.2 The applicant shall be provided a Site Plan Requirements Checklist to be filled out for submission for grading permit.
- 4.3 The Permit Processing Technician to verify with the applicant if he/she has five (5) grading plans prepared by a civil engineer or architect or applicant.
- 4.4 The Permit Processing Technician to verify submittal of five (5) site plans
- 4.5 The Permit Processing Technician to verify submittal of any soils/geotechnical data/engineering report for submission of the application.
- 4.6 The Permit Processing Technician shall review the Nevada County Permit Application Form checking all information areas have been properly filled out and completed by the applicant.
- 4.7 The Permit Processing Technician shall verify if there are any open permits as well as what the applicant is applying for and if it was actually previously permitted on the Assessor's Parcel Number.
- 4.8 The Permit Processing Technician shall research in Computer Permitting System to establish what, if any, permits have been issued on the Assessor's Parcel Number in which the grading application is being submitted for and enter the original building permit number into the new permit under "Master Number".
- 4.9 The Permit Processing Technician shall verify snow load in the County's GIS System. This is checked by inputting the Assessor's Parcel Number in GIS and reviewing the chart, under snow load.
- 4.10 The Permit Processing Technician shall verify in the County's NEMO System that the Assessor's Parcel Number is an "active" parcel number.
- 4.11 The Permit Processing Technician shall fill in the Occupancy Group, total number of yards of material being moved, removed. If removed from site, where the material shall be located (on-site/off-site – where off-site). Valuation, Sewer Type, Water Source, Number of Dwelling Units, Snow Load, Zoning and Assessor's Parcel Number.
- 4.12 The Permit Processing Technician shall review the building site plan with the Site Plan Requirements Checklist to determine all information required on the checklist is on the site plan. If complete, the Permit Processing Technician shall sign and date the bottom of this checklist and proceed to the grading plans.
- 4.13 The Permit Processing Technician shall create a new grading permit for the new grading in Computer Permitting System.
- 4.14 The Permit Processing Technician shall complete input of the grading permit and provide the applicant with the assigned grading permit number.

- 4.15 The Permit Processing Technician shall take the total dollar amount from the fee screen in Computer Permitting System for Inspections (Fee Code examples are: B602, 603, 611, 612, 613, 614 and 618) and divide it by the approved one (1) site visit dollar amount in the most recent approved fee schedule to determine the number of inspections/site visits for the permit. The permit number and total number of inspections/site visits is then input on the form “Inspections – Total Number Letter”. Two (2) copies of this form are printed out. The applicant shall sign both forms – one is given to the applicant with his permit package, the other signed form is put in the building permit file.
- 4.16 The Permit Processing Technician shall print out the Building Permit from Computer Permitting System for the applicant.
- 4.17 The Permit Processing Technician shall collect from the applicant applicable fees due and provide the applicant with a receipt for monies collected.
- 4.18 While the applicant is paying for the application, the Permit Processing Technician shall create a file folder and write on the front of file folder the Assessor’s Parcel Number (left hand side) and the Grading Permit Number (right hand side).
- 4.19 The Permit Processing Technician shall stamp the office and job set of plans with the appropriate stamps on the bottom left hand corner of plans and bundle each by office and job set and place in the file folder.
- 4.20 The Permit Processing Technician shall place the file folder and plans in the appropriate plan review box for processing by the Building Department Permit Coordinator.
- 4.21 The Permit Processing Technician shall advise the applicant the Permit Coordinator shall be the primary contact person for permit and plan check status and provide him/her with their telephone number.
- 4.22 The Permit Coordinator shall be responsible for internal plan check routing to all applicable departments; complete the plan routing form; send notification letters to the applicants regarding permit status; ensure plans are routed and reviewed in the time allocated for review and prepare a single comment letter incorporating all Department’s corrections.
- 4.23 The Permit Coordinator shall also be responsible as a third (3rd) review to ensure the permit description reflects the scope of work described on the application; ensure correct fees are assessed and paid and update the Computer Permitting System computer system relative to permit tracking.

Policy Initiated By: Brian Washko

Policy Approved: _____
Brian Washko, C.B.O.
Chief Building Official

Date: _____