



# COUNTY OF NEVADA BUILDING DEPARTMENT POLICIES

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**Policy Number: BD-BI-07-004**  
**Grading Pre-Site Inspection**

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## **1. Purpose**

The purpose of this policy is to insure project success by performing a pre-site inspection to review the site conditions.

## **2. Policy**

It is the policy of the Building Department to perform a pre-site inspection to observe and inspect site topography, thus determining if unusual site conditions exist. Through wisdom the Building Department is built, and by understanding it is established.

## **3. Definition**

**Pre-Grading Inspection:** An inspection that occurs before the issuance of a grading permit or building permit.

## **4. Pre-Site Inspection - Required**

A pre-site inspection shall be required when any one of the following are true:

- 4.1 All new structures or additions, excluding sheds and similar structures, over 1200 square feet.
- 4.2 Any new construction or additions on slopes exceeding 30 percent.
- 4.3 Grading permits moving more than 500 cubic yards of combined cut/fill.
- 4.4 Code enforcement cases that involve grading violations.

## **5. Office Procedures**

- 5.1 The Permit Processing Technician shall review a grading permit application or a building permit application to determine if a grading pre-site inspection is required.



# COUNTY OF NEVADA BUILDING DEPARTMENT POLICIES

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- 5.2 If a grading pre-site inspection is required, the Permit Processing Technician shall hand the applicant a "Pre-Site Inspection Handout" (Attached here to), inform the applicant of the required inspection and begin the processing of a "Pre-Site Inspection" Permit.
- 5.3 The Permit Processing Technician shall inform the Permit Applicant that he/she is required to request a pre-site inspection on the inspection request line and that the plan review is set in abeyance until completion of the pre-site inspection.
- 5.4 The fee for the Pre-Site Inspection Permit shall be equal to one inspection site visit.
- 5.5 The Permit Processing Technician shall then issue the pre-site inspection permit to the applicant.
- 5.6 The Permit Processing Technician shall give the Permit Applicant a copy of the "Pre-Site Inspection Checklist" (attached here to) at time of permit issuance, and advise the applicant that the inspector shall be using the same list to perform his/her inspection.
- 5.7 The Permit Processing Technician shall also provide to the applicant a pink location arrow and the purple inspection request handout.

## **6. Site Check List – Grading Inspector**

The Building Inspector shall use the pre-site inspection checklist (attached here to) and shall verifying the following.

- 6.1 The Building Inspector shall check if the project site is indicated clearly on site plan. The Building Inspector shall note any discrepancies on the pre-site inspection checklist.
- 6.2 The Building Inspector shall verify that corners of proposed development are staked. The Building Inspector shall note any discrepancies on the pre-site inspection checklist.
- 6.3 The Building Inspector shall check local topography, insuring slope grades for the proposed development is according to the site plan. The Building Inspector shall note any discrepancies on the pre-site inspection checklist.
- 6.4 The Building Inspector shall check for any evidence of drainage problems. The Building Inspector shall note any concerns or discrepancies on the pre-site inspection checklist.
- 6.5 The Building Inspector shall check for any land movements, slough and rolls, etc. If the Building Inspector observes any, the Building Inspector shall note them on the pre-site inspection checklist form.
- 6.6 The Building Inspector shall check to see if retaining walls may be required, that are not noted on the site plan. The Building Inspector shall note any discrepancies on the pre-site inspection checklist.
- 6.7 The Building Inspector shall check for stockpiling, soil import/export greater than 250 cubic yards that are not noted on the site plan. The Building Inspector shall note any discrepancies on the pre-site inspection checklist.
- 6.8 The Building Inspector shall check to see if a grading permit is required (applicable for building permits that do not have a grading permit associated with it). If additional permits are required, the Building Inspector shall note them on the pre-site inspection checklist.

6.9 The Building Inspector shall insure that work has not yet started if work has begun then the inspector shall follow policy number BD-BI-07-03 "Stop Work Notice/Notice of Violation"

Policy Initiated By: Brian Washko

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

Date: \_\_\_\_\_



# COUNTY OF NEVADA

## BUILDING INSPECTION DEPARTMENT

### Pre-Site Grading Inspection - Handout

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#### **Pre-Site Inspection:**

The County of Nevada Building Department wants to insure your project is successful and goes smoothly. To help with your success, the Building Department requires a pre-site inspection for the items listed below:

- All new structures greater than 1,200 square feet and requiring a new exterior foundation.
- Additions greater than 1,200 square feet requiring an exterior foundation.
- Any new construction or additions on slopes exceeding 30 percent.
- Grading permits moving more than 500 cubic yards.

#### **Exempted from Pre-Site Inspection:**

- Sheds, arbors, trellis and similar structures.
- Second story additions.
- Addition under 1,200 square feet a slope not greater than 30 percent
- Garages under 1,200 square feet
- Commercial tenant improvements
- Remodels, both commercial and residential
- Electrical, mechanical and plumbing permits
- Renewing of expired building and grading permits
- Code enforcement cases not involving grading issues

#### **Procedures:**

After you have submitted a permit application for which a pre-site inspection is required, the Permit Processing Technician shall give you a pre-site permit. Please insure that you meet the requirements of the pre-site checklist before calling for an inspection. Failure to do so shall delay your project.

Thank you for your cooperation and good luck with your project.



**COUNTY OF NEVADA**  
**BUILDING INSPECTION DEPARTMENT**  
**Pre-Site Grading Check List**

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**General – Pre-Site Inspection**

A pre-site inspection is performed by the grading inspector to determine if a grading permit is required, or if retaining walls are required. The grading inspector also reviews the site topography to determine if unusual site conditions exist.

**Pre-Site Inspection - Required**

1. All new structures greater than 1,200 square feet and requiring a new exterior foundation.
2. Additions greater than 1,200 square feet requiring an exterior foundation.
3. Any new construction or additions on slopes exceeding 30 percent.
4. Grading permits moving more than 500 cubic yards.
5. Code enforcement cases that involve grading violations.

**Pre-Site Inspection - Not Required**

1. Sheds, arbors, trellis and similar structures under 400 square feet.
2. Second story additions.

**Site Check List – Grading Inspector**

- Verify project site is indicated clearly on plans

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Verify corners of proposed development is staked

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Check local topography, slope grades for proposed development

Notes: \_\_\_\_\_  
\_\_\_\_\_

- Check erosion, grading and drainage issues for potential hazards

*Notes:* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Check for any land movements, slough and rolls, etc.

*Notes:* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Check to see if retaining walls are required

*Notes:* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Check for stockpiling, soil import/export greater than 250 cubic yards

*Notes:* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Check to see if a grading permit is required

*Notes:* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_