



BUILDING SAFETY DEPARTMENT

POLICY

PB-22

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Date: July 1, 2019

SUBMITTAL REQUIREMENTS FOR GRADING

Yavapai County Grading Ordinance 2019-9, Section 106.1, **Permits required** reads: *“except as exempted in Section 104-2 of this ordinance, no person shall do any grading without first obtaining a grading permit from Yavapai County Development Services. A separate permit shall be obtained for each site, and the cubic yards per this section is the total combination of excavation and fill grading work to be performed within the site boundary”.*

The following shall be the criteria for document submittal to obtain a grading permit.

Plans and Specifications:

- All plans and supporting documentation to be submitted electronically in PDF Format.
- One (1) complete set of plans drawn to an approved scale.
- Completed access/drainage permit form (if applicable).
- Grading in excess of 2,000 cubic yards or more shall be prepared by an Arizona registered engineer as detailed for **engineered grading**.
- Grading less than 2,000 cubic yards may be designed in accordance with the grading ordinance for **regular grading**.
- Plans shall include all grading performed within the property including ingress and egress easements.
- Cut and fill amounts under the footprint of new permitted structures will not be required to be included in the total amounts with a grading permit.

Regular Grading Requirements:

- Estimated cubic yards of material to be excavated and/or filled including any material to be imported. The total of cut and fill material shall be indicated.
- Property limits (boundaries) and accurate contours of existing grade and details of terrain and area drainage.
- Limiting dimensions, elevations or finish contours to be achieved by the grading, and proposed drainage channels and related construction.
- Provide two (2) cross sectional details at 90 degree angles to each other.
- Detailed plans are to be provided of all surface and subsurface drainage devices, walls, cribbing, dams and other protective devices to be constructed. Detailed plans are to include as a part of the proposed work, a map showing the drainage area and the estimated runoff of the area served by any drains.



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SUBMITTAL REQUIREMENTS FOR GRADING Cont.

- Locations of any buildings or structures on the property and on land of adjacent owners that are within fifteen feet (15') of the property where the work is to be performed.
- Types and source of fill material.
- A soil investigation report and a report of satisfactory placement of fill, both acceptable to the building official, shall be submitted for fills used to support the foundations of any building or structure.
- The following notes are required on the plans:
 - A. The ground surface shall be prepared to receive fill by removing vegetation, non-complying fill, and other unsuitable materials.
 - B. No rocks or similar irreducible materials with a maximum dimension greater than twelve inches (12") shall be allowed in fills in the absence of a soils report and inspection by a soils engineer.
 - C. All fills shall be compacted to a minimum of 90% of maximum density and verified by a compaction report when supporting a structure.
- The Stormwater Pollution Prevention Plan (SWPPP) if applicable.
 - A. The Stormwater Pollution Prevention Plan should include all erosion and sediment control measure necessary to meet the objectives of the ADEQ, (AZPDES General Permit No. AZG013-001) regulations throughout all phases of construction and after completion of development of the site.

Engineered Grading Requirements:

- Estimated cubic yards of material to be excavated and/or filled (total of the combination).
- General vicinity of the proposed grading site.
- Property limits (boundaries) and accurate contours of existing ground and details of terrain and area drainage.
- Limiting dimensions, elevations or finish contours to be achieved by the grading, and proposed drainage channels and related construction. Plans shall include 2 cross sections at 90 degree angle to each.
- Detailed plans are to be provided of all surface and subsurface drainage devices, walls, cribbing, dams and other protective devices to be constructed. Detailed plans are to include as a part of the proposed work, a map showing the drainage area and the estimated runoff of the area served by any drains.
- Location of any buildings or structures on the property and on land of adjacent owners that are within fifteen feet (15') of the property where the work is to be performed.



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- Recommendations included in the soils engineering report and the engineering geology report shall be incorporated in the grading plans or specifications. When approved by the Building Official, specific recommendations contained in the soils engineering report and the engineering geology reports, which are applicable to grading, may be included by reference.
- The dates of the soils engineering and engineering geology reports together with names, addresses and phone numbers of the firms or individuals who prepared the report.
- A Stormwater Pollution Prevention Plan (SWPPP) if applicable.
 - A. The Stormwater Pollution Prevention Plan shall include all erosion and sediment control measures necessary to meet the objectives of the (ADEQ) (AZPDES General Permit No. AZG2013-001) regulations throughout all phases of construction and after completion of development of the site.