



GRADING PERMIT CHECKLIST FOR SUBMITTAL PACKAGES

City Of Orange
Department of Public Works
July 2019

This checklist identifies the required documents that shall be included in submittal packages. When a plan check is completed, the engineer of record is notified to pick up the plans from the Public Works front counter. The Public Works Department reserves the right to reject the submittal package without performing any plan checks if any of the required items are missing.

All items on this checklist must be marked prior to submittal. If an item is not applicable, write N/A.

Planning Permit No. Approval Date

I. FIRST SUBMITTAL REQUIREMENTS

- This checklist, signed by Registered Civil Engineer
- Plans preparation guidelines and checklists, signed by Registered Civil Engineer
- A copy of the Land Use Application Approval Documentation (Approval by Planning Division or City Council) including the conditions of approval.
- A copy of the Planning Approved Site Plans.
- \$3000 deposit for improvement plan check fee.
- Three sets of improvement plans in full D-size dimension of 24 inches by 36 inches, with one inch margin on all sides.
- Two sets of Title Report signed by Title Officer. The title report must be less than 6 months old and must include all of the official records (such as easements), or a PDF of the title report must be provided on a USB Flash Drive including hyperlinks within the PDF to those official records.
- Two copies of Geotechnical Report or Engineering Geology Report, one original wet signed and one copy.
- Two copies of Drainage Report, or Letter of Drainage Assessment.
- Two copies of Water Quality Management Plan (WQMP), if required.
- A copy of the recorded Easement documents (if applicable). Provide status of the documents if the recordation is not done yet.
- Engineer's current City of Orange business license.
- PDF of submittal on a USB Flash Drive.
- Check this box to confirm submittal of WQMP and the required deposit (\$500 for non-priority WQMP review, or \$2000 deposit for priority WQMP review).
- Check this box to confirm submittal of the Water Improvement Plans to the Water Division for review.

Engineer RCE# Signature Date:

II. SUBSEQUENT SUBMITTALS REQUIREMENTS

- A copy of this form signed by the Registered Civil Engineer.
- Red line markups of previous check. Include responses to the comments that are not addressed and provide the reason for not complying.
- All support or reference material requested on previous check.
- PDF of submittal on a USB Flash Drive.

Engineer RCE# Signature Date:

III. MYLAR SUBMITTAL REQUIREMENTS

- A copy of this form signed by the Registered Civil Engineer.
- Final Mylars Plan Set (signed and stamped by the engineer).
- All support or reference material requested on previous check.
- Quantity Takeoff and Cost Estimate
- A copy of the NOI application to the SWRCB and a copy of the letter from the SWRCB showing the WDID number for the project, if required.
- A signed and stamped letter from Developer's engineer confirming that they have reviewed the landscape plans as they relate to any storm water quality features (LID, Site Design, Proprietary, and/or engineered Best Management Practices [BMPs]), and that the corresponding BMPs comply with the requirements of the Orange County Technical Guidance Document.

EngineerRCE#.....Signature.....Date:.....

IV. FINAL SUBMITTAL REQUIREMENTS

- A copy of this form signed by the Registered Civil Engineer.
- Permit Application Form.
- Approved and signed Mylars and reproductions (3 full size plan sets, 3 reduced size plan sets on 17"X11" ledger size pages).
- PDF of all final project documents (geotechnical report, sewer study, drainage letter/report, final plans) and CAD files of the final plans (DWG format) on a USB Flash Drive.
- Final Fees including \$3000 deposit for inspection fees. Amount may vary depending on the project.
- Bonds (notarized).
- One set of approved Water Plans.
- Contractor's information and certificates of insurance.
- Check this box to confirm that the WQMP has been approved and signed by the City.

EngineerRCE#.....Signature.....Date:.....