



GRADING PERMIT CHECKLIST FOR SUBMITTAL PACKAGES

City Of Orange
Department of Public Works
August 2022

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 via email. 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. Further information regarding properly submitting and preparing documents or plans can be found on the City's website at CityofOrange.org.

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.
- ☐ Deposit (\$3,000-10,000) for Improvement Plan check fee. (Amount may vary depending on the project. Confirm amount by contacting pwpermits@cityoforange.org.)
- ☐ One set of Improvement Plans in full D-size dimension of 24 inches by 36 inches, with one inch margin on all sides. Refer to Plans Preparation Guidelines & Checklist for plan format.
- ☐ One copy of Title Report signed by Title Officer. The Title Report must be less than 6 months old and must include all the official records (such as easements), or a PDF of the Title Report including hyperlinks within the PDF to those official records.
- ☐ One original wet signed copy of Geotechnical Report or Engineering Geology Report.
- ☐ One copy of Drainage Report, or [Letter of Drainage Assessment](#).
- ☐ One copy 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 complete.
- ☐ Engineer's current City of Orange [business license](#).
- ☐ PDF of all submittal items on a USB Flash Drive.
- ☐ Check this box to confirm submittal of [WQMP](#) and the required deposit (\$500 for non-priority WQMP review, or \$2,000 deposit for priority WQMP review).
- ☐ Check this box to confirm separate submittal of the Water Improvement Plans to the [Water Division](#) for review.

Engineer RCE# Signature Date:

II. SUBSEQUENT SUBMITTALS REQUIREMENTS

- ☐ PDF red line markups of previous check with responses to the comments that are not addressed providing the reason for not complying.
- ☐ PDF submittal of revised plans and supporting documents.
- ☐ All support or reference material requested on previous check.

Subsequent submittals will be required until no further corrections/comments are required on the plans and supporting documents.



III. MYLAR SUBMITTAL REQUIREMENTS

- ☐ Final Mylars plan set (signed and stamped by the Registered Civil 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.

IV. FINAL SUBMITTAL REQUIREMENTS

- ☐ A copy of this form signed by the Registered Civil Engineer.
- ☐ Grading and/or Encroachment [Permit Application forms](#).
- ☐ Approved signed Mylars and plain paper reproductions (2 full size plan sets, 2 half size plan sets).
- ☐ PDF of all final project documents (geotechnical report, sewer study, drainage letter/report, final plans) and CAD files of the final plans (DWG format).
- ☐ Final Fees including additional deposits as required for inspection fees (Amount may vary depending on the project)
- ☐ Bonds (notarized).
- ☐ Contractor's information and Certificates of Insurance.
- ☐ Check this box to confirm that the WQMP has been approved and signed by the City.
- ☐ Check this box to confirm that the Water Improvement plans have been approved and signed by the City Water Division.

Engineer _____ RCE# _____ Signature _____ Date: _____