



ENGINEERING INSPECTION PACKAGE

FORM EI-1

The applicant shall provide to the Land Development Division the items listed below prior to permit issuance. This package will be forwarded to the Engineering Inspection Division by the Land Development Division.

INSPECTION PACKAGE SUBMITTAL CHECKLIST

Submit the Inspection Package only once City requests it. The Inspection Package shall include the items indicated below. The City-approved mylars will be available for checkout at City Hall for preparation of the below package.

Required if Checked	Submittal Items	Accepted by City
<input type="checkbox"/>	1 Inspection package requirements checklist	<input type="checkbox"/>
<input type="checkbox"/>	2 Engineer of Work's transmittal: detail all submittal items and quantities	<input type="checkbox"/>
<input type="checkbox"/>	3 One (1) copy of Resolution of Conditions of Approval with its Notice of Decision	<input type="checkbox"/>
<input type="checkbox"/>	4 One (1) copy of signed and notarized Subdivision or Development Agreement	<input type="checkbox"/>
<input type="checkbox"/>	5 Two (2) copies of each City accepted bond (Instrument of Security)	<input type="checkbox"/>
<input type="checkbox"/>	6 Two (2) copies of City approved Engineer's Estimate	<input type="checkbox"/>
<input type="checkbox"/>	7 Three (3) blueline sets of City approved Grading and Erosion Control Plans	<input type="checkbox"/>
<input type="checkbox"/>	8 Three (3) blueline sets of City approved Improvement Plans NOTE: If improvement plans include CFD maintained landscaping, provide a total of Five (5) blueline sets of City approved Improvement Plans	<input type="checkbox"/>
<input type="checkbox"/>	9 Two (2) blueline sets of City approved private landscape/irrigation plans	<input type="checkbox"/>
<input type="checkbox"/>	10 Copy of City reviewed geotechnical report (for large reports, a copy of the conclusions/recommendations of said report)	<input type="checkbox"/>
<input type="checkbox"/>	11 Copy of the approved SWPPP (Storm Water Pollution Prevention Plan) and Threat Assessment Form	<input type="checkbox"/>
<input type="checkbox"/>	12 Copy of complete Grading Application Form GS-4 with fees paid in full	<input type="checkbox"/>
<input type="checkbox"/>	13 Complete Inspection Contact Information Form EI-2	<input type="checkbox"/>
<input type="checkbox"/>	14 All required non-city issued permits (i.e. Wildlife resource agencies)	<input type="checkbox"/>
<input type="checkbox"/>	15 Other as specified by City:	<input type="checkbox"/>

REQUIREMENTS FOR GRADING INSPECTIONS

Call the City's Engineering Inspection Division at **(760) 752-7550** for each required grading inspection.

INITIAL INSPECTION: When permittee is ready to begin work – before any grading or brushing is started.

KEYWAY INSPECTIONS: After the natural ground is exposed but before it is prepared to receive fill.

EXCAVATION INSPECTION: After start of excavation but before vertical depth of the excavation exceeds 5-feet.

FILL INSPECTION: After the fill placement is started, but before the vertical height of the lifts exceed 2-feet.

DRAINAGE STRUCTURE INSPECTION: After forms and reinforcement are placed, but before concrete is placed.

DRAINAGE PIPE INSPECTION: Prior to bedding, after bedding, and prior to placement of pipe.

ROUGH GRADING: When all rough grading has been completed, including the installation of all drainage structures and protective devices. Submit the final geotechnical report and pad certification to the Engineering Inspection Division prior to issuance of building permits (i.e. compaction test results, compaction curves, locations of test). A final "As-graded" report maybe required for site.

GEOTECHNICAL REPORT REQUIREMENTS FOR GRADING OVER 5,000 C.Y.

WEEKLY REPORTS: The Geotechnical Engineer/field representative shall submit weekly progress reports to the Engineering Inspection Division. These reports shall summarize inspections performed during each week. They shall include a list, with locations, of all field density tests performed and results.

GRADING INSPECTIONS: The Geotechnical Engineer must make sufficient inspections to verify that the recommendations of the preliminary geotechnical report and his own subsequent recommendations are met. The Geotechnical Engineer shall map/sketch significant geologic contacts, bedrock aquifers, colluvium, and alluvium exposed in excavations and include them in the final report. All excavations must be approved by the Geotechnical Engineer before fill is placed. Approvals and sketches should be noted in weekly reports.

KEYWAY INSPECTIONS: The geotechnical engineer shall inspect material at base of keyway, as well as materials above and below. Field notes or maps shall include depth of keyway base below toe of fill and the width of keyway.

SUBDRAINS: The Geotechnical Engineer shall determine the need for subdrains in each excavation. Typically, subdrains are required in all swale areas to receive fill, unless the Geotechnical Engineer explicitly determines otherwise. Determinations shall be included in the weekly reports.

CUT SLOPE INSPECTIONS: The Geotechnical Engineer must examine cut slopes for stability. This shall include assessment of conformance to the preliminary geotechnical report, and identification of any adverse bedding, jointing or groundwater conditions. These assessments shall be included in the weekly reports.

CERTIFICATION

A State of California registered civil engineer or land surveyor shall provide all the following:

1. Inspect and certify line and grade of all drainage structures include storm water quality facilities.
2. Submit a pad elevation certification letter stating all building pads are at the elevations as specified on the grading plan is required. Refer to the City's **PAD ELEVATION CERTIFICATION FORM EI-3**.
3. Revise and certify grading plans as As-Built.
4. Final Geotechnical report.



INSPECTION CONTACT FORM

FORM EI-2

GRADING PERMIT INFORMATION

ANTICIPATED START DATE: **GRADING PLAN NO.: GP**

CIVIL ENGINEER INFORMATION

CIVIL ENGINEER NAME: **COMPANY:**

PHONE #: () **CELL PHONE #: ()**

E-MAIL: **LICENSE #:**

LAND SURVEYOR INFORMATION

LAND SURVEYOR NAME: **COMPANY:**

ADDRESS: Number/P.O. BOX Street Suite (if applicable)

City State Zip Code

PHONE #: () **CELL PHONE #: ()**

E-MAIL: **LICENSE #:**

GRADING CONTRACTOR INFORMATION

CONTACTOR NAME: **COMPANY:**

ADDRESS: Number/P.O. BOX Street Suite (if applicable)

City State Zip Code

PHONE #: () **CELL PHONE #: ()**

E-MAIL: **LICENSE #:**

SOILS ENGINEER INFORMATION

SOILS ENGINEER NAME: **COMPANY:**

ADDRESS: Number/P.O. BOX Street Suite (if applicable)

City State Zip Code

PHONE #: () **CELL PHONE #: ()**

E-MAIL: **LICENSE #:**

QUALIFIED SWPPP PRACTITIONER (QSP) INFORMATION

QSP NAME: **COMPANY:**

PHONE #: () **CELL PHONE #: ()** **E-MAIL:**

APPLICANT SIGNATURE AND ACKNOWLEDGEMENT

I hereby acknowledge that I have read the instructions provided and all information provided is correct. I agree to comply with all federal, state, and city laws, ordinances, regulations and policies relating to the grading permit issuance. I understand and acknowledge that I am fully responsible for grading permit operations and conditions of the permit issued pursuant to this application.

Applicant Signature

Printed Name

Date

www.san-marcos.net