



Community Development Department
 14000 City Center Dr., Chino Hills, CA 91709
 (909) 364-2740 Fax (909) 364-2795
 www.chinohills.org

BPA No.: _____
 Com. Dev. TDA: _____
 Submittal Date: _____

**BUILDING PERMIT AUTHORIZATION
 PRECISE GRADE: TRACT DEVELOPMENT**

This application is required to verify compliance of design standards and conditions of approval for approved projects prior to the issuance of building permits.

Fee Collected: _____ Received By: _____

PROJECT INFORMATION

Project Owner: _____ Phone: _____
 E-mail Address: _____
 Mailing Address: _____
 Project Name: _____
 Project Location: _____
 Tract Number(s): _____
 Lot Number(s): _____

APPLICANT INFORMATION

Applicant Name: _____ Phone: _____
 E-mail Address: _____

SUBMITTAL REQUIREMENTS

- One (1)** copy of the completed application form.
- Application Fee.
- Four (4)** Precise Grade/Plot Plans wet-stamped and signed by Civil and Geotechnical Engineer.
- One (1)** copy of the approved soils and geology report.
- Four (4)** retaining wall plans. Retaining wall plans must be incorporated into the precise grading plan.
- Two (2)** wet-stamped and signed retaining wall calculations.
- One (1)** letter from the engineer stating the total square footage of the retaining walls.
- One (1)** sequence sheet indicating the tract, lot, address, assessor parcel number and plan type with options for each lot.
- One (1) digital PDF copy of all above documents on flash/thumb drive only.**

INFORMATION AND PROCEDURES

1. Prior to the issuance of Precise Grading Permits, an Applicant must apply and have approval of a Building Permit Authorization (BPA).
2. A BPA is required to verify design standards and conditions of approval for new building footprints and associated equipment.
3. If the applicant decides to remove portions of the project from the application once in process, a new BPA shall be submitted and associated fees paid.
4. The Community Development counter will route the plans to Planning, Engineering, Landscape, Building and the Chino Valley Independent Fire District for review. If there are corrections required by a department the corrections will be released back to the applicant only after all departments have responded.

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5. If there are corrections required, the applicant shall resubmit four (4) corrected drawings, a response sheet for each division that had corrections and the previously submitted plans. Even if a department previously approved a plan, it should be included in the resubmittal.
6. A SWPPP and Notice of Intent is required on projects where there is more than 1 acre of disturbed/graded area before permit issuance.
7. Once the BPA is approved the applicant can pull grading and retaining wall permits.

PLOT PLAN CHECKLIST

PLOT PLAN MUST BE DRAWN TO SCALE ON ONE SHEET (MINIMUM 18" X 24") SHOWING THE FOLLOWING ITEMS:

- Provide vicinity map.
- The cubic yardage amounts of the cut, fill and over excavation.
- Provide names, addresses and telephone numbers of the owner of record, applicant, civil engineer, soils engineer and geologist.
- Provide the legal description and assessor's parcel number of the property involved.
- Show north point, date of drawing and Engineer's scale (suggested 1:20 or 1:30).
- Location, width and names of streets and recorded easements on property. Locate all existing and proposed road improvements and driveway locations. Improvements must be done per City standard.
- If this application has approved lot line adjustments or variances associated with it the approvals must be burned into the plan.
- Clearly label all property lines and show dimensions. Show boundary lines and parcels within a project.
- Location, size and use of all existing and proposed buildings, including dimensions, square footage, distance from property lines, roof eave lines and building separations.
- Indicate the present land use of all surrounding property.
- Show the location of the water meter and sewer lateral. Show elevations of sewer manhole covers. All water and sewer lateral designs must be per City standard.
- Show existing/proposed water and sewer mainlines/laterals up to the City right-of-way.
- Indicate backwater valve requirements and dual waste systems.
- Indicate footing depths required by geotechnical engineer.
- Show permanent erosion control measures.
- Provide sections specifying drainage and foundation required. For example A-A, B-B, C-C.
- Show elevations along swales typically at the back and front of side yard swales and outlet to street provide more as necessary.
- Show setbacks from slopes.
- Show trash enclosures, trellises, fountains, light poles, a/c unit locations etc.
- Show all street trees.
- Show all blue line streams.
- Show all existing trees by botanical name, common name and diameter at breast height (DBH).
- Note on plans "An encroachment permit is needed for all work done within the City right-of-way.
- A notice of Intent must be provided from the Santa Ana Regional Water Control Board for any lot over one acre.
- Provide the following Grading notes:
 - a) All work shall be in accordance with the most current CBC as adopted the City of Chino Hills and any special requirements of the permit.
 - b) No grading shall be started without first contacting the grading inspector to schedule a pregrade meeting at the site 48 hours before the start of grading with the following people present: Owner, Grading Contractor, Civil Engineer, Geotechnical Engineer, Geologist, City Building/Grading Inspector and Paleontologist.

- c) The Geotechnical Engineer and Engineering Geologist shall exercise sufficient supervisory control over grading to insure compliance with the plans, specifications, and code within his purview.
- d) The Grading Engineer shall exercise sufficient supervisory control over grading to insure compliance with the plans, specifications, and the code within his purview.
- e) Sanitary facilities shall be maintained on the site.
- f) Walls require separate building permits. Submit permit application and design.
- g) A permit is required from City Engineering for any construction, temporary or permanent, on City right-of-way or for use of City maintained roads by overload equipment.
- h) The undersigned Civil Engineer accepts the responsibility for professional inspections in accordance with CBC Section 1704.7 (must be signed and dated). The Civil Engineer also shall be responsible for the preparation of the revised plans and the submission of as-graded plans upon completion of the work.
- i) The grading contractor shall submit a statement of compliance to the as-built plan.
- j) Proposed start date of grading _____; completion_____. Any grading operations will require submittal of temporary and permanent drainage and erosion control plans for review and approval. The control devices shown on said plans must be installed and maintained in operable condition.
- k) Engineer must set grade stakes for all drainage devices. The contractor shall obtain all necessary inspections before pouring.
- l) No fill to be placed until preparation of the original ground is approved.
- m) No rocks greater than 12 inches in diameter may be placed in fill.
- n) For compacted fill, specify on the plan:
 1. Method of preparing natural ground.
 2. Foundation bearing value desired.
 3. Percent compaction in accordance with recognized standards per Section 1803 of the California Building Code. A minimum of 20% of compaction test shall be by the sand cone method.
 4. Number of tests to be made (one test for each two feet of fill or each 1,000 cubic yards, whichever is greater).
 5. Placing and compacting methods. Thickness of layers, equipment used, etc.
 6. Submit a compaction test report and obtain approval prior to foundation inspection.
- o) Slope of proposed cut banks to be no steeper than two horizontal to one vertical.
- p) Slope of proposed fill banks to be no steeper than two horizontal to one vertical and shall have not less than 90% compaction out to the surface.
- q) Drainage is not permitted to sheet over graded slopes steeper than 5:1.
- r) Cut and fill slopes to be planted with an approved ground cover. Slopes are to be planted and groundcover growing prior to occupancy of building(s). All slopes shall be sprayed with an approved soil sealer prior to approval of rough grade or issuance of building permit.
- s) Cross lot drainage not allowed.
- t) Specify location of City of Chino Hills approved borrow/disposal site for plan review.
- u) Roof gutters shall be required for all projects. Roof gutters shall drain to an approved drainage way, such as a street gutter through a non-erosive closed drain.

Provide the following Erosion Control notes:

- i. Installation, inspection and approval for construction of soils erosion/siltation control plans.
- ii. The owner/contractor shall install all soils erosion/siltation control measures per plan as approved by the City of Chino Hills.
- iii. All work shall conform to the requirements of:
 1. The most current CBC as adopted by the City of Chino Hills.
 2. The approved soils erosion/siltation control plan.
 3. The soils erosion/siltation control requirements of chapter 9.93 of the City of Chino Hills Development Code.
 4. Additional measures as may be required by inspections.

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- i. The contractor shall obtain the following inspections from Building and Safety:
 - 1. Pre-grade meeting.
 - 2. Operations progress inspections to determine on going compliance and the necessity of additional measures, beyond those specified on the plan that may be required due to site conditions.
 - 3. Final inspection to determine compliance with approved plans and specifications.
- ii. All land disturbances shall be limited to the amount necessary for the construction as shown on the approved soils erosion/siltation control plans, or as required by inspections. The areas of disturbance shall be reestablished with vegetative growth compatible with the area. This control shall consist of:

- 1. Native seed mix with co-polymer.

MIX WITH CO-POLYMER

- 2000.00 #/a
- 300.00 #/a
- 80.00 Gals/a
- 6.00 #/a
- 8.00 #/a
- 4.00 #/a
- 4.00 #/a
- 4.00 #/a
- Or other approved equal.

SLOPES

- Wood cellulose fiber
- 15-15-15 commercial fertilizer
- Dss 40 co-polymer
- Bromis arizonicus
- Hordeum californicum
- Melica californica
- Nassella Pulchra
- Vulpia michrostachys

- 2. Native seed mix with binder.

MIX WITH BINDER

- 2000.00 #/a
- 300.00 #/a
- 150.00 #/a
- 6.00 #/a
- 8.00 #/a
- 4.00 #/a
- 4.00 #/a
- 4.00 #/a
- Or other approved equal.

OTHER THAN SLOPES

- Wood cellulose fiber
- 15-15-15 commercial fertilizer
- Stabilizing binder
- Bromis arizonicus
- Hordeum californicum
- Melica californica
- Nassella pulchra
- Vulpia michrostachys

- 3. Other methods approved by the City based on the degree of disturbance.

- Additional areas disturbed due to access, material storage or by any cause shall be cleaned and reestablished prior to final approval. Siltation to streets, storm drains, or other offsite areas shall be prevented during construction.
- The owner/contractor shall be responsible to furnish all materials necessary to complete the soils erosion/siltation control measures as specified on the plans and the specifications and inspection requirements as contained herein to obtain final approval of work.
- Erosion/siltation control plans must include the following statement: "The undersigned Engineer will inspect the jobsite and provide a report of proper installation of control measures to the Building Official." (must be signed and dated).