



City of Chino Hills

ROUGH GRADING PERMIT APPLICATION

PROJECT INFORMATION

Application Date: _____	Project Name: _____	Tract or Parcel Map No: _____
Project Location: _____	Cross Streets: _____	
Scope of Work: _____		
Duration of Work: _____	Estimated Start Date: _____	Estimated End Date: _____
Total Grading Quantities: Cut: _____ C.Y.	Fill: _____ C.Y.	Total: _____ C.Y.
<i>Note: A Separate Retaining Wall Permit is Required in Conjunction With This Permit and Must be Issued by the Building and Safety Department.</i>		
Applicant: (Company Name) _____	Contact Phone Number: _____	
Contact Person: _____	Contact Email Address: _____	
Applicant's Address: (Including City, State, Zip) _____		
Contractor: (Company Name) _____	Contact Phone Number: _____	
Construction Contact: _____	Contact Email Address: _____	
Contractor's Address: (Including City, State, Zip) _____		
Contractor's License No*: _____	Exp. Date: _____	Class: _____
Workman's Comp. No: _____	Exp. Date: _____	Company: _____
City Business License No: _____	Exp. Date: _____	
*Contractor's License must be Class "A" or specialized "C" consistent with the type of work performed.		

PERMIT REQUIREMENTS

- Payment of Applicable Fees
- One (1) – Completed Application
- Two (2) – Rough Grading Plans
- Three (3) – Executed Grading Bonds, see Information and Procedures

INFORMATION AND PROCEDURES

- ❖ A representative from the Engineering Division shall review the application and plans for completeness and compliance of applicable codes.

- ❖ The Engineering Division will notify the applicant when the application has been approved.
- ❖ The applicant shall provide a grading bond equal to 100% of the total estimated cost of the grading work. The grading bond shall be fully executed in triplicate.
- ❖ Applicable permit fees shall be paid at time of permit issuance. The applicant shall obtain a separate retaining wall permit from the Building and Safety Department.
- ❖ The permittee shall notify the public works inspector a minimum of two (2) working days prior to the start of work.
- ❖ The permittee shall notify DigAlert by dialing eight-one-one (8-1-1), at least forty-eight (48) hours prior to excavation.
- ❖ The permittee shall contact the inspector one (1) working day in advance to schedule an inspection.
- ❖ If the project is not completed prior to the expiration date, the permittee may apply for an extension.
- ❖ Once rough grading is completed and verified by the public works inspector, the Engineering Division will cancel the grading bond and provide a written notice to the permittee.

PERMIT FEE BREAKDOWN

Description	Fee	Fee Type
Rough Grading Permit - Application Fee	\$227.00	Flat Fee
Rough Grading Permit – Inspection Fee	See Breakdown Below	
50 Cubic Yards or Less	\$84.00	Actual Cost
51 to 100 Cubic Yards	\$125.00	Actual Cost
101 to 1,000 Cubic Yards	\$646.00	Actual Cost
1,001 to 10,000 Cubic Yards	\$1,100 .00	Actual Cost
10,001 to 100,000 Cubic Yards	\$3,125.00	Actual Cost
100,001 or more – first 100,000 Cubic Yards Each additional 10,000 CY or fraction thereof	\$3,150.00 <i>Along with \$125.00 per 10,000 CY</i>	Actual Cost

For Office Use Only	
Application Number _____	Application Fee _____
Approved By _____	Inspection Fee _____
PW Inspector _____	Refundable Deposit _____
Inspection TDA# _____	Total Fees _____
Deposit TDA# _____	