



# INFORMATION REQUIRED GRADING PERMIT

The following is the text from Benicia Municipal Code (BMC) § 15.28.070

1. Applications for excavating, grading and filling permits shall be accompanied by two sets of plans and specifications 24 inches by 36 inches in size prepared at a scale of one inch equals 40 feet or greater. Unless waived by the City Engineer, the plans shall be prepared by an engineer licensed by the state of California. The plans shall include the following unless waived by the City Engineer:
  - a) A vicinity sketch showing roads, adjoining subdivisions and other data to adequately indicate the site location and show its relation to the community;
  - b) Property lines of the property on which the work is to be performed. The widths, location and identity of all existing easements;
  - c) Location of any buildings, structures, drainage devices or public improvements within 50 feet of the proposed work;
  - d) Date, north arrow, scale and accurate contours showing the topography of the existing ground of the proposed site and at least 50 feet beyond its boundary. Indicate source and date of existing contours.;
  - e) Elevations, dimensions, location, extent and the slopes of all proposed grading shown by contours and/or other means. Contours shall be shown at intervals of not more than five feet, and of not more than two feet if slope of land is less than 10 percent;
  - f) Details of all surface and subsurface drainage devices, walls or other protective devices to be constructed in connection with, or as a part of, the proposed work;
  - g) A certificate stating the amount and location of any material to be excavated or filled or to be deposited in areas other than those shown on the plans;

Department of Public Works  
Engineering Division  
250 East L Street, Benicia, CA 94510  
707-746-4240

- h) Type, circumference and dripline of existing trees with a trunk diameter of four inches or more, measured 24 inches above existing grade. Any trees or vegetation proposed to be removed shall be so indicated;
  - i) Schedule of work;
  - j) A storm water pollution prevention plan for sites of one acre or more and a copy of the notice of intent (NOI) form required for the State Water Resources Control Board's General Construction Activity Storm Water Permit;
  - k) A storm water control plan for all sites  
[https://beniciaca.govoffice2.com/vertical/Sites/%7B3436CBED-6A58-4FEF-BFDF-5F9331215932%7D/uploads/BASMAA\\_Post-Construction\\_Manual\\_2014-07-14.pdf](https://beniciaca.govoffice2.com/vertical/Sites/%7B3436CBED-6A58-4FEF-BFDF-5F9331215932%7D/uploads/BASMAA_Post-Construction_Manual_2014-07-14.pdf));
2. All grading in excess of 5,000 cubic yards with cuts/fills greater than four feet or when directed by the City Engineer shall be designated as "engineered grading." For "engineered grading" the application shall also contain the following:
- a) A map prepared by a licensed civil engineer showing the location of all areas subject to storm water runoff to and from the site and adjacent areas. A complete hydraulic analysis including the location, width, direction and quantity of flow of each watercourse shall accompany the map;
  - b) A soil (geotechnical) engineering report, prepared by a soil (geotechnical) engineer, including data regarding the nature, distribution and strength of existing soils; conclusions; and recommendations for grading procedures and design criteria;
  - c) A geological report, prepared by an engineering geologist, including an adequate description of the geology of the site and conclusions; and
  - d) A letter from a licensed civil engineer verifying that he/she has been employed by the applicant and agrees to provide inspection, furnish as-built grading plans and submit the final statement in accordance with BMC [15.28.150](#) and [15.28.160](#).
3. For all grading work an erosion and sediment control plan shall be submitted to include the placement of structural and nonstructural storm water controls that prevent erosion during construction and post-construction. Erosion control plans for large-scale projects (50 acres or 200 lots, whichever is less), or when directed by the City Engineer in sensitive areas, shall be prepared by a hydrologist specializing in erosion control. All erosion control plans shall be approved by the

City Engineer prior to September 1st, to permit grading work during the rainy season (October 15th through April 15th). For projects commencing after the start of the rainy season, erosion control plans shall be approved by the City Engineer two weeks prior to commencing any work. For small projects (one acre or less) to be completed during the summer months (June 1st through October 15th) this requirement may be waived by the City Engineer.

4. For projects on sites equal to or greater than one acre, or projects that result in the disturbance of less than one acre and are part of a larger plan of development that disturbs an area of five acres or more, the application shall comply with the requirements of the State Water Resources Control Board's General Construction Activity Storm Water Permit program. The notice of intent (NOI) form and storm water pollution prevention plan (SWPPP) shall be furnished to the city as part of the application and prior to issuance of any grading permit. (Ord. 06-13 § 7; Ord. 96-1).