

Policy/Procedure  
Reviewed and Approved  
07/0318  
Larry McKinney  
Fleet and Facilities Manager

Policy/Procedure  
Review and Approved  
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Emergency Services Manager  
8.30.22



## DO YOU NEED A GRADING PERMIT?

The Thousand Oaks Municipal Code (Title 7, Chapter 3) regulates grading & establishes permit requirements.

A grading permit is required if any of the following criteria apply.

1. Earth movement is greater than 50 cubic yards\*, or
2. Excavation is greater than 2 feet at grade, or
3. Cut slope is increased to over 5 feet in height, or
4. Fill is greater than 1 foot in depth steeper, or
5. Grading obstructs or diverts a drainage course, or
6. Grading (including removal & recompaction) is intended to support a structure, or
7. Importing or exporting of earth over 50 cubic yards.

- \* Excavations (not fills) for pools, raised foundations, retaining walls, basements or other below-grade structures do not require a grading permit, but are subject to building permits.

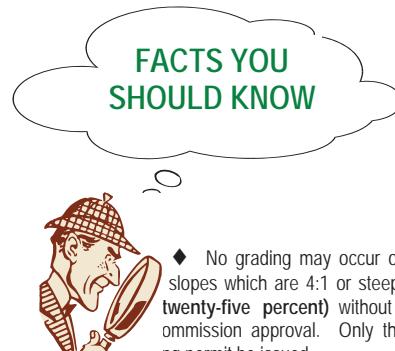
## GRADING PERMIT FEES BASED ON CUBIC YARDS

<u>Cubic Yds.</u>	<u>Plan Check</u>	<u>Inspection</u>
1-100	\$310	\$310
101-500	\$1,265	\$1,125
501-1,000	\$2,640	\$2,640
1,001-10,000	\$4,755	\$4,305

Note: 10,000 cubic yards or greater, contact Public Works for fees.

Bond \$15/cu. yd. \$8/cu. yd.  
for R&R

Planning: No fees required unless an entitlement is needed.



## FACTS YOU SHOULD KNOW



- ◆ No grading may occur on natural slopes which are 4:1 or steeper (25%-twenty-five percent) without Planning commission approval. Only then will a grading permit be issued.
- ◆ On all lots where **oak** or **landmark** trees exist, grading shall take place in a manner to ensure the survival & health of such trees. For protection, these trees shall be fenced 5 ft. outside of the tree driplines before any grading begins. The tree dripline is considered to be the outermost branches.
- ◆ **Soils reports** shall be based upon the most recent grading plan & shall be prepared & signed by a registered soils engineer. An updated letter from the soils engineer must be submitted with soils reports if over 1-year old. Final soils reports are required when grading is complete.
- ◆ The **Consultant Acknowledgment form** advises the City that a registered professional engineer & a registered soils engineer have been employed to perform their duties on the project in accordance with the requirements of the Grading Ordinance.
- ◆ **Other pertinent information** may be required, including: utility investigations, off-site construction letters, oak tree reports, landscape plans, proposed easement deeds, drainage report, etc.
- ◆ **Residential driveway designs** shall comply with the City's Road Standards plate 6-1.
- ◆ An **erosion control plan** must be submitted. If the area to be graded is over one acre, you will need a State stormwater permit.
- ◆ The **refundable grading bond** ensures that all provisions of the Grading Ordinance are satisfied, including slope planting.

## SITE/GRADING PLAN REQUIREMENTS



## SITE PLAN:

1. Plans shall show all contours, both existing & proposed.
2. All existing structures, trees & improvements on the property shall be indicated.
3. Show topography, structures, trees & improvements within 50 feet minimum of proposed grading.
4. Plans shall include all property lines & streets.
5. Show all overhead utility lines & existing easements.
6. Indicate all easements, restricted use areas, etc.

## GRADING PLAN:

**(In addition to the above)**

7. Plans shall be prepared & signed by a registered civil engineer & signed by a soils engineer. In certain cases, a licensed architect may prepare plans for minor grading that is not on sloping terrain, subject to approval of the City Engineer.
8. Show elevations, dimensions, extent & slope of all proposed grading, slopes away from building pad, including details & cross-sections where applicable.
9. Show all proposed drainage patterns & structures including details.
10. Plans shall contain Grading General Notes (available from the Public Works Department), estimated grading quantities, vicinity map & approval signature blocks.

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## BASIC STEPS: GRADING PERMIT PROCESS

### PRELIMINARY SUBMITTAL

- 1. Determine if a grading permit is required. See reverse side for requirements.
- 2. Provide written approval from your Homeowners Association (HOA) & submit 1 set each of site & grading plans to Planning for preliminary review. Obtain Planning & Public Works grading checklists.
- 3. Go to Building for review if any structure is proposed.

### FORMAL SUBMITTAL

- 4. Submit the following items to:  
Planning — 1 set each of site & grading plans & completed building permit application (if applicable);  
Public Works — 2 sets of grading plans, 2 sets of soils reports, 2 sets drainage reports, consultant acknowledgment form, completed grading permit application & plan check fee.
- 5. Plan Check Process — Route plans to required department.
- 6. Obtain final approval by Planning & Public Works; post, inspection fees & bonds, submit all other requirements.
- 7. Grading permit issued.
- 8. Arrange pre-construction meeting with Public Works inspector after issuance of grading permit.

### WHEN ROUGH GRADING IS COMPLETE

- 9. Submit the rough grade certification and compaction report with signatures from the grading contractor, soils & civil engineers to Public Works and
- 10. Request a rough grading inspection clearance from Public Works.

**NOTE:** If grading is intended for a new structure, then steps 9&10 must be completed prior to building permit issuance. Then:

- Submit fine grade cert with signature from Civil Engineer to Public Works.
- Slopes must be planted, irrigated, and established at 90%.
- Request final grading inspection.
- Occupancy issued.
- Request Bond release.

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### OTHER AGENCIES (805 area code)

- Ventura County Fire Department ----- 389-9733
- Conejo Valley Unified School District (ext. 271) -497-9511
- Calleguas Municipal Water District----- 526-9323
- California American Water District ----- 498-6770
- California Water Service----- 497-2757
- Camrosa Water District ----- 482-4677
- Triunfo Sanitation District----- 658-4605
- Ventura County Sheriff Department ----- 494-8256
- Ventura County Watershed Protection District --654-2001
- Conejo Recreation & Parks District ----- 495-6471
- Ventura County Environmental Health ----- 654-2813
- Air Pollution Control District----- 645-1400
- DigAlert/USA ----- 811

## HOW TO APPLY FOR A GRADING PERMIT



City of  
Thousand Oaks

City of Thousand Oaks  
2100 Thousand Oaks Blvd.  
Thousand Oaks, CA 91362

(805) 449-2400 Public Works  
(805) 449-2323 Planning  
(805) 449-2500 Building  
[www.toaks.org](http://www.toaks.org)



City of Thousand Oaks  
Public Works Department  
2100 Thousand Oaks Blvd.  
Thousand Oaks, CA 91362  
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