



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

Cubic Yds.	Plan Check	Inspection
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
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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.

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.

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



City of Thousand Oaks
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Thousand Oaks, CA 91362

(805) 449-2400 Public Works
(805) 449-2323 Planning
(805) 449-2500 Building
www.toaks.org

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HOW TO APPLY FOR A GRADING PERMIT



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