



**CITY OF TRACY**  
**Development Services**  
 333 Civic Center Plaza  
 Tracy, CA 95376  
 Telephone (209) 831-6400  
 Fax (209) 831-6439

## Grading Permit Checklist

This intake checklist identifies minimum application elements necessary for the City of Tracy – Engineering Division to accept the application. Should any of the following minimum items not be provided, the grading permit application will not be accepted for processing.

**Applicant:** Check each box under the *Applicant* heading on this checklist to confirm items are included in your submittal. An Engineering Technician will check off the appropriate box when the item is confirmed to be included in the submittal package. *If you think an item is not applicable to your project, you must contact the City of Tracy – Engineering Division, prior to your intake appointment to have the items initialed as not required.*

APPLICANT	FOR OFFICE USE ONLY		
	Included	Not Included	Not Applicable
<input type="checkbox"/> Five (5) sets – Grading and Drainage Plan prepared by a Civil Engineer registered to practice in the State of California.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Three (3) sets – Erosion and Sedimentation Control Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Three (3) sets – Storm Water Pollution Prevention Plan (SWPPP) and a copy of the Notice of Intent including the Wastewater Discharge Identification number issued by the State Water Resources Control Board. Applicable to sites one (1) acre or more in size.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Estimate of Earthwork Quantities, Identify volume of cut and fill in cubic yards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Three (3) sets – Field Investigation or “Walk-Through” Report from a qualified biologist related to habitat mitigation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Three (3) sets – Project’s Incidental Take Minimization Measures issued by San Joaquin Council of Governments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Payment in the form of a check payable to the City of Tracy. Permit processing fee including plan check and inspection fees are shown on the attached fee worksheet.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> One (1) each – Certificate of Insurance (naming the City of Tracy as additional insured).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> One (1) each – Copy of the Contractor’s Tracy business license.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> One (1) each – Copy of the Contractor’ license	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**APPLICANT**

<b>FOR OFFICE USE ONLY</b>		
<u>Included</u>	<u>Not Included</u>	<u>Not Applicable</u>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- Project's Geotechnical Report or Engineering Soils Report. Technical report must contain percolation rate, elevation of highest observed groundwater level, and field report for presence of tile drains used for agricultural drainage purposes.

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- Hydrologic calculations and storm drainage calculations for determining the size of the temporary on-site retention/detention basin and storm drain lines.

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- Three (3) sets - Retaining wall or structure plans and structural calculations prepared by a Structural Engineer or Civil Engineer registered to practice in the State of California.

**\*\*\*Return this Grading Permit Checklist when submitting the listed documents.\*\*\***

**Notes/Additional Information:**

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**Date Received** .....

**Indemnity**

The Applicant understands and by his/her signature to this application agrees to indemnify, defend and hold harmless the City of Tracy, its agents and employees from and against any and all claims, losses or liability, including attorney's fees arising from injury or death to persons or damage to property occasioned by any act, omission or failure of the Applicant, his/her officers, agents and employees, authorized representative(s) in its performing the work authorized by this permit.

**Inspections**

I hereby authorize City representative(s) to inspect my property at any time necessary during this permit application process for purposes of verifying site conditions.

\_\_\_\_\_  
Owner or Authorized Representative

\_\_\_\_\_  
Date