



INSPECTION BUREAU

GRADING GEOLOGY/ENGINEERING OVERVIEW

The Grading Division is divided into inspection, and geology/engineering functions. The geology/engineering function reviews geology and soil engineering reports, reviews plans and issues grading and retaining wall permits, reviews requests for modification of building ordinances; as they relate to grading and hillside construction, and reviews subdivision and haul-route applications. Site visits are performed, as deemed necessary, as part of the report review process and/or to evaluate storm damage and the associated hazards.

All staff and supervisors are on the 9/80 work schedule. Designated working hours are from 7:00 A.M. to 5:00 P.M. with a one hour lunch period. All request for overtime requires prior approval.

The Standard Operations Procedures (SOP) listed in this Annex are to be used in addition to the applicable Code Sections of the City of Los Angeles Grading Code and City of Los Angeles Building Code and the Inspection Bureau Operations Manual.

The SOP's are intended to be a quick reference to the most important aspects of the type of inspection being conducted to help standardize inspection procedures and to make sure that inspectors perform their inspections in a thorough and safe manner.

Inspectors are required to perform complete, accurate and thorough inspections. Documentation that is complete, accurate and thorough aids the constituent, contractor, developer and the inspector who may be assigned to make an inspection during the absence of the district inspector. In addition, the supervisor can have readily available and clear information if he or she must respond to requests for information during or after the construction.



INSPECTION BUREAU

GRADING GEOLOGY/ENGINEERING

TABLE OF CONTENTS

Assigning New Reports	GE 1
Review of Combined Geology and Soil Engineering Reports	GE 2
Review of Soil Engineering Reports	GE 3
Review of Compaction Reports	GE 4
Review of Geology Reports	GE 5
Review of Geology and/or Soil Reports for Proposed Subdivisions	GE 6
Review of Applications for Lot Line Adjustments, Parcel Map Exemptions, Certificates of Compliance for Filing with City Planning	GE 7
Review of Private Streets, Parcel Maps and Tract Maps for Filing with City Planning	GE 8
Review of Applications for Import/Export of More Than 1000 Cubic Yards of Earth	GE 9
Review Grading Plans	GE 10
Over-the-Counter Grading Permits	GE 11
Review of Request for Modification of Building Ordinances	GE 12



INSPECTION BUREAU

GRADING GEOLOGY/ENGINEERING

ALPHABETICAL TABLE OF CONTENTS

Assigning New Reports	GE 1
Over-the-Counter Grading Permits	GE 11
Review Grading Plans	GE 10
Review of Applications for Lot Line Adjustments, Parcel Map Exemptions, Certificates of Compliance for Filing with City Planning	GE 7
Review of Applications for Import/Export of More Than 1000 Cubic Yards of Earth	GE 9
Review of Combined Geology and Soil Engineering Reports	GE 2
Review of Compaction Reports	GE 4
Review of Geology and/or Soil Reports for Proposed Subdivisions	GE 6
Review of Geology Reports	GE 5
Review of Private Streets, Parcel Maps and Tract Maps for Filing with City Planning	GE 8
Review of Request for Modification of Building Ordinances	GE 12
Review of Soil Engineering Reports	GE 3



INSPECTION BUREAU - GRADING GEOLOGY / ENGINEERING

IB - GE1 REPORT ASSIGN Reviewed: 3/09 Next Review: 10/10
--

PROCEDURE: Assign New Reports to Staff

PERFORMED BY: Supervisor

APPROVALS REQUIRED: None

OTHER DIVISIONS / AGENCIES: None

ACTIONS REQUIRED:

1. Preview report to determine complexity.
2. Assign report to staff based upon ability and existing workload.
3. A report containing both geology and soil engineering will be assigned to both a geologist and an engineer. Reports that contain either geology or soil engineering, only, will be assigned to either a geologist or an engineer.
4. Update logbook to indicate assigned staff.
5. Deliver assigned reports to staff offices.

INSPECTION BUREAU - GRADING
GEOLOGY / ENGINEERING

IB - GE2 REVIEW OF RPTS Reviewed: 3/09 Next Review: 10/10

PROCEDURE: Review of Combined Geology and Soil Engineering Reports

PERFORMED BY: A Geologist and/or an Engineer

APPROVALS REQUIRED: None

OTHER DIVISIONS / AGENCIES: None

ACTIONS REQUIRED:

1. The geologist and engineer will generally review the reports, in order, according to their submittal date. However, reports for storm damage, projects under construction and others, as assigned by the supervisor, may receive expedite status.
2. A cursory review is made by the geologist to determine if a site visit is necessary.
3. The geologist shall first review the report to determine if all pertinent geology has been adequately presented and the important geologic conditions that are relevant to the future stability and safety of the proposed construction have been identified.
4. Discuss the project with the Soil engineer, if necessary.
5. Determine if the recommendations are complete and in compliance with Department policies and the Building Code.
6. Start a Department letter stating approval conditions or correction items.
7. Route Department letter and report to reviewing engineer and enter the action taken in the computer log.
8. The engineer will then review the report and check the analyses versus the geologic information, laboratory data, and proposed project construction.
9. Discuss the project with the reviewing geologist, if necessary.

10. Call the consultants if the report is lacking data or information that can easily be corrected with an addendum report. The reviewer and consultant should agree on a deadline to provide any new information.
11. Discuss with the supervisor new situations, problem issues or items that will require approval of a Request for Modification of Building Ordinances.
12. Complete Department review letter and print for geologists review and signatures.
13. Enter action and completion date in computer log.
14. Place Department letter and reports in distribution bins in the offices of the clerical staff.

INSPECTION BUREAU - GRADING
GEOLOGY / ENGINEERING

IB - GE3 SOILS REPORTS Reviewed: 3/09 Next Review: 10/10

PROCEDURE: Review of Soil Reports
PERFORMED BY: Engineer
APPROVALS REQUIRED: None
OTHER DIVISIONS / AGENCIES: None

ACTIONS REQUIRED:

1. The engineer will generally review the reports, in order, according to their submittal date. However, reports for storm damage, projects under construction and others, as assigned by the supervisor, may receive expedite status.
2. Check the analyses and/or recommendations versus the exploration data, laboratory data, and proposed construction.
3. Determine if the project is in conformance with the Building Code and Department policy.
4. Call the consultant if the report is lacking data or information easily corrected by an addendum report.
5. Write the Department letter, giving approval conditions or correction items.
6. Print final copy of Department letter for signature.
7. Enter the action in the computer log.
8. Place Department letter and reports in distribution bins in the offices of the clerical staff.

INSPECTION BUREAU - GRADING
GEOLOGY / ENGINEERING

IB - GE4 COMPACTION RPTS Reviewed: 3/09 Next Review: 10/10

PROCEDURE: Review of Compaction Reports

PERFORMED BY: Engineer

APPROVALS REQUIRED: Grading Inspector

OTHER DIVISIONS / AGENCIES: None

ACTIONS REQUIRED:

1. The engineer will generally review the reports in order according to their submittal date.
2. Review the report and the B-163 form; The B-163 form is prepared by the grading inspector and should indicate that the grading has been completed and conforms with the approved plan.
3. Call the consultant if the report is lacking data or information that can easily be corrected with an addendum report.
4. Write the Department letter, giving approval conditions or correction items.
5. Print final copy of Department letter for signatures.
6. Enter the action in the computer log.
7. Place Department letter and reports in distribution bins in the offices of the clerical staff.

**GRADING DIVISION****INSPECTORS COMPACTION RECORD****JOB ADDRESS**

Tract _____

Block _____ Lots _____

Fill on Lots _____

(OTHERS ARE CONSIDERED CUT OR NATURAL)

LOG#

COUNTY REF. #

DIST. MAP #

PERMIT # _____ - _____ - _____ Does permit cover correct location of fill? YES NO

Does permit cover correct yardage of fill? YES NO G3 required? YES NO

HILLSIDE

FLAT HILLSIDE

FLAT LAND

INSPECTION RECORD

Excavation Bottom Inspection/Approval by Geotechnical Consultant YES NO

Excavation Bottom Inspection/Approval by Grading Inspector YES NO

RETAINING WALLS

Subdrain Inspection/Approval by Geotechnical Consultant YES NO

Subdrain Inspection/Approval by Grading Inspector YES NO

Wall Height _____ Backslope _____ Subdrain Termination _____

FILL SLOPES

Fill on Lots # _____ Slope Gradient _____ Height _____

Buttress Fills YES NO Lots # _____ Slope Gradient _____ Height _____

Deep Fills on Lots # _____ Fill Depths _____ To be held until _____

COMMENTS

RECOMMEND:

APPROVAL

DENIAL

INSPECTOR:**DISTRICT:****DATE:**

INSPECTION BUREAU - GRADING
GEOLOGY / ENGINEERING

IB - GE5 GEOLOGY REPORTS Reviewed: 3/09 Next Review: 10/10

PROCEDURE: Review Geology Reports

PERFORMED BY: Geologist

APPROVALS REQUIRED: None

OTHER DIVISIONS / AGENCIES: None

ACTIONS REQUIRED:

1. The geologist will generally review the reports in order according to their submittal date. However, reports for storm damage, projects under construction and others; as assigned by the supervisor, may receive expedite status.
2. Check the recommendations versus the geologic conditions.
3. Determine if the project is in conformance with the Building Code and Department policy.
4. Call the consultant if the report is lacking data or information easily corrected by an addendum report.
5. Write the Department letter, giving approval conditions or correction items.
6. Print final copy of Department letter for signature.
7. Enter the action in the computer log.
8. Place Department letter and reports in distribution bins in the offices of the clerical staff.



INSPECTION BUREAU - GRADING GEOLOGY / ENGINEERING

IB - GE6 SUBDIVISION RPTS Reviewed: 3/09 Next Review: 10/10

PROCEDURE: Review of Geology and/or Soil Reports for Proposed Subdivisions

PERFORMED BY: Geologist and/or Soil Engineer

APPROVALS REQUIRED: None

OTHER DIVISIONS / AGENCIES: None

ACTIONS REQUIRED:

1. The geology and/or soil report shall be reviewed in accordance with the normal procedures previously outlined for reports.
2. Verify that the reports address the proposed subdivision.
3. Subdivision maps in hillside areas shall be reviewed for drainage control.
4. The approval/correction letter shall be written in Inter-Departmental letter format and addressed to the Department of City Planning.
5. The Inter-Departmental letter shall be initialed at the bottom of the letter by the reviewers.
6. Place the Inter-Departmental letter and reports in distribution bin in the office of the senior clerk.



INSPECTION BUREAU - GRADING GEOLOGY / ENGINEERING

IB - GE7 CITY PLANNING APPS Reviewed: 3/09 Next Review: 10/10

PROCEDURE: Review of Applications for Lot Line Adjustments, Parcel Map Exemptions, and Certificates of Compliance for Filing with City Planning

PERFORMED BY: Geologist, Office Engineering Technician or Grading Plan Check Engineer (Referred to below collectively as the geologist)

APPROVALS REQUIRED: None

OTHER DIVISIONS / AGENCIES: None

ACTIONS REQUIRED:

1. Have the applicant complete boxes 1-4 of "Application For Review of Technical Reports and Import-Export Routes."
2. Check the box 'Division of Land' on the application and assign appropriate fee (per 91.0107.8.2 of the City of Los Angeles Building Code).
3. Have the applicant take three copies of the application form to the cashier to pay the fee.
4. When applicant returns from cashier, verify fees were paid, and then stamp, sign, and date four copies of the map, provided by the applicant, with the "approval for filing without reports" stamp.
5. Return all the stamped maps and fee sheet back to the applicant and refer applicant to City Planning to submit the application with the four copies of the stamped map.

CITY OF LOS ANGELES
DEPARTMENT OF BUILDING AND SAFETY
Grading Section

District	Log No.
----------	---------

APPLICATION FOR REVIEW OF TECHNICAL REPORTS AND IMPORT-EXPORT ROUTES

INSTRUCTIONS

- A. Address all communications to the Grading Section, LADBS, 201 N. Figueroa St., 3rd Fl., Los Angeles, CA 90012
 Telephone No. (213)482-0480.
- B. Submit 3 copies (4 for fault study zone) of reports and 3 copies of application with items "1" through "10" completed.
- C. Check should be made to the City of Los Angeles.

1. LEGAL DESCRIPTION Tract _____ Block _____ Lots _____	2. PROJECT ADDRESS: _____ _____
3. OWNER Address _____ City _____ Zip _____ Phone (Daytime) _____	4. APPLICANT Address _____ City _____ Zip _____ Phone (Daytime) _____ Fax _____

5. Report(s) Prepared by: _____	6. Report Date(s): _____
7. Status of project: Proposed Under Construction Storm Damage	
8. Previous site reports? _____ if yes, give date(s) of report(s) and name of company who prepared report(s)	
9. Previous Department actions? _____ if yes, provide dates and attach a copy to expedite processing. Dates _____	

10. Applicant Signature: _____	Position: _____
--------------------------------	-----------------

(DEPARTMENT USE ONLY)

REVIEW REQUESTED	FEES	REVIEW REQUESTED	FEES	Fee Due \$ _____;
? Soils Engineering		? Import-Export Route		Fee Verified By: _____ Date: _____
? Geology		? Division of Land		
? Combined Soils Engr. & Geol.		? Other		
Supplemental		Sub-total		
Combined Supplement		One-Stop Surcharge		

(Cashier Use Only)

ACTION BY: _____ **TOTAL FEE** _____

THE REPORT IS: NOT APPROVED
 APPROVED WITH CONDITIONS SEE: BELOW ATTACHED

_____ *For Geology* _____ *Date*

_____ *For Soils* _____ *Date*

DISTRIBUTION: Soil Engr Board Files Inspection: WLA BI
 Owner Geologist Tract File LA SP/WLA BMI
 Applicant VN

INSPECTION BUREAU - GRADING
GEOLOGY / ENGINEERING

IB - GE8 SUBDIVISION MAP APPS Reviewed: 3/09 Next Review: 10/10

PROCEDURE: Review of Private Street Maps, Parcel Maps and Tract Maps for Filing
With City Planning

PERFORMED BY: Geologist, Office Engineering Technician or Grading Plan Check
Engineer (Referred to below collectively as the geologist)

APPROVALS REQUIRED: None

OTHER DIVISIONS / AGENCIES: None

ACTIONS REQUIRED:

1. Have the applicant complete boxes 1-4 of "Application For Review of Technical Reports and Import-Export Routes."
2. The geologist shall determine if the project is located in any geologic study zone or in a hillside area to determine if geologic and/or soil reports are required.
3. Check the box 'Division of Land' on the application and assign appropriate fee (per 91.0107.8.2 and Table 1-C of the City of Los Angeles Building Code).
4. Have the applicant take three copies of the application form to pay cashier.
5. When applicant returns from cashier, verify fees were paid, and then stamp, sign, and date four copies of the map, provided by the applicant, with the appropriate stamp.
6. Return all the stamped maps and a copy of the fee sheet back to the applicant and refer applicant to City Planning to submit the application with the four copies of the map.
7. If a report was required, the original copy of the application and three copies of the reports shall be placed in the subdivision holding area pending receipt of the "Request for Comments" with a copy of the map from City Planning. One copy of the report shall be sent to the Geotechnical Engineering Division of the Department of Public Works.

INSPECTION BUREAU - GRADING
GEOLOGY / ENGINEERING

IB - GE9 HAUL ROUTE APPS Reviewed: 3/09 Next Review: 10/10

PROCEDURE: Review of Applications for Import/Export of More Than 1000 Cubic
Yards of Earth

PERFORMED BY: Plan Check Engineer

APPROVALS REQUIRED: None

OTHER DIVISIONS / AGENCIES: None

ACTIONS REQUIRED:

1. Verify all information as listed in "Department of Building and Safety Import-Export Instructions" has been provided.
2. Verify that the "Haul Route Questionnaire" has been correctly completed.
3. Verify that the CEQA questionnaire has been completed by applicant. Based on the answers provided to determine if Project is exempt or subject to CEQA.
4. For Projects subject to CEQA the applicant must include a copy of the Environmental Impact Report (EIR) or the Mitigated Negative Declaration (MND). Note, if the EIR or MND have not been completed the application can not be accepted.
5. Assign fees in accordance with 91.7006.7.4 of the Los Angeles City Building Code to the "Application for Review of Technical Reports and Import-Export Routes" (form B-17) and refer applicant to the cashier to pay required fees.
6. After applicant returns form the cashier, verify that the fees were paid and attach the application to the haul route packet and take over to the Board Room Engineer assigned to present the haul route cases to the commission.
7. All inquires regarding the status of the haul route shall be directed to the Commission office at (213) 482-0472.

APPLICATION FOR REVIEW OF IMPORT-EXPORT

IMPORT - EXPORT INSTRUCTIONS

Section 91.7006.7.4, requires a public hearing before the Board of Building and Safety Commissioners (BBSC) for any import or export of more than 1,000 cubic yards of earth material in a grading hillside area.

THE FOLLOWING SHALL BE SUBMITTED BY THE APPLICANT TO THE GRADING SECTION:

1. A completed **“APPLICATION FOR REVIEW OF TECHNICAL REPORTS AND IMPORT-EXPORT ROUTES”** form with a filing fee of \$404.00 (\$350.00 + \$54.00 surcharge)
2. A copy of the **grading plan**, showing the location and amounts of cut and/or fill, and export/import amounts.
3. A copy of the **Department letter approving soils/engineering/geology reports**, when such reports are required pursuant to L.A.M.C. Section 91.7006.2.
4. A completed **Haul Route Questionnaire**. The questionnaire shall include the location of borrow and /or dispersal sites, all streets included in the route, the proposed staging area and the maximum gross weight of the trucks when loaded. (ATTACHMENT 1)
5. A completed **City of Los Angeles Categorical Exemption Questionnaire**. Note: If the Department determines that the proposed grading may not be categorically exempt, then an environmental assessment form (EAF)¹ shall be filed with the Department of City Planning for appropriate action. If your project has received a Mitigated Negative Declaration (MND) or if an Environmental Impact Report (EIR) has been prepared, please provide a copy.² (ATTACHMENT 2)
6. One (1) copy of a **300-foot vicinity map** showing all lots within 300 feet of the subject property boundaries. Indicate the location of significant physical features which might have bearing on the proposed hauling and show public facilities such as schools, hospitals, libraries and city parks which are in the vicinity of the project site. (ATTACHMENT 3)
7. A **list of property owners and three (3) sets of gummed labels** for all parcels shown on the 300-foot vicinity map. The list shall be cross-referenced onto the vicinity map.
8. **An information accuracy certificate**. (ATTACHMENT 4)
9. A **8-1/2" x 11" haul route map** of appropriate scale which indicates the location of the project site, showing streets and direction of hauling up to and including the end of the route.

If you have any questions regarding the status of your haul route application, after it has been accepted, you may contact the Commission Office, (213) 482-0466.

Footnotes:

1. The Department shall not accept an application for “import - export” nor shall a grading permit be issued until the appropriate agency has filed a “Notice of Determination” approving the project.
2. The ND, MND or EIR must specifically address the impacts (temporary or cumulative) of the hauling/grading work.

CITY OF LOS ANGELES
DEPARTMENT OF BUILDING AND SAFETY
Grading Section

District

Log No.

APPLICATION FOR REVIEW OF TECHNICAL REPORTS AND IMPORT-EXPORT ROUTES

INSTRUCTIONS

- A. Address all communications to the Grading Section, LADBS, 201 N. Figueroa St., 3rd Fl., Los Angeles, CA 90012
 Telephone No. (213)482-0480.
- B. Submit 3 copies (4 for fault study zone) of reports and 3 copies of application with items "1" through "10" completed.
- C. Check should be made to the City of Los Angeles.

1. LEGAL DESCRIPTION Tract _____ Block _____ Lots _____ 3. OWNER _____ Address _____ City _____ Zip _____ Phone (Daytime) _____	2. PROJECT ADDRESS: _____ 4. APPLICANT _____ Address _____ City _____ Zip _____ Phone _____ (Daytime) _____ Fax _____
---	--

5. Report(s) Prepared by: _____	6. Report Date(s): _____
--	---------------------------------

7. Status of project: Proposed Under Construction Storm Damage

8. Previous site reports? _____ if yes, give date(s) of report(s) and name of company who prepared report(s)

9. Previous Department actions? _____ if yes, provide dates and attach a copy to expedite processing.
 Dates _____

10. Applicant Signature: _____ Position: _____

(DEPARTMENT USE ONLY)

REVIEW REQUESTED	FEES	REVIEW REQUESTED	FEES	Fee Due \$ _____;
? Soils Engineering		? Import-Export Route		Fee Verified By: _____ Date: _____
? Geology		? Division of Land		
? Combined Soils Engr. & Geol.		? Other		
Supplemental		Sub-total		
Combined Supplement		One-Stop Surcharge		

(Cashier Use Only)

ACTION BY: _____ **TOTAL FEE** _____

THE REPORT IS: NOT APPROVED
 APPROVED WITH CONDITIONS SEE: BELOW ATTACHED

_____ *For Geology* _____ *Date*

_____ *For Soils* _____ *Date*

DISTRIBUTION: Soil Engr Board Files Inspection: WLA BI
 Owner Geologist Tract File LA SP/WLA BMI
 Applicant VN

CITY OF LOS ANGELES
DEPARTMENT OF BUILDING AND SAFETY

ATTACHMENT 2
CATEGORICAL EXEMPTION QUESTIONNAIRE

JOB ADDRESS: _____

To determine if your grading project and/or the hauling of earth related thereto is exempt from the California Environmental Quality Act, please answer the following questions placing an "x" on the appropriate box.

- | | | |
|---|-----|----|
| 1. Does the export or import of earth exceed 1,000 cubic yards of earth from/to the project site? | Yes | No |
| 2. Will the grading involve the removal of mature trees (<i>12" in diameter or more</i>), scenic trees (<i>non-fruit species</i>) or protected trees (<i>Ord. No. 177404</i>)? | Yes | No |
| 3. Is the project located in a waterway or wetland or within an officially designated (by federal, State or local governmental action) scenic corridor? | Yes | No |
| 4. Is the grading to be done on land with a natural slope of <u>less</u> than ten percent (<10%)? | Yes | No |
| 5. Is the grading to be done on land with a natural slope of fifteen percent or <u>less</u> (# 15%) ? | Yes | No |
| If grading on land with a slope of fifteen percent or <u>less</u> (# 15%): | | |
| 5a. Will the total amount of cut exceed 20,000 cubic yards? | Yes | No |
| 5b. Will the total amount of fill exceed 20,000 cubic yards? | Yes | No |
| 6. Is there any evidence of soil contamination at the site? | Yes | No |
| 7. Is there an Environmental Impact Report (EIR), Mitigated Negative Declaration (MND) or a Negative Declaration (ND) which has been prepared for <u>any portion</u> of the proposed development? | Yes | No |
| ND/MND/EIR NO. _____ | | |

Owner or Authorized Agent

Address

Telephone

Date

DEPARTMENT USE ONLY:

The questionnaire has been reviewed and the grading/hauling as described is categorically exempt by Pursuant to Article III, Class_____, Subcategory _____ of the City of Los Angeles CEQA Guidelines.

The ND, MND or EIR has been approved by the Department of _____ and it adequately addresses the grading/hauling project, including any temporary or cumulative effects due to the hauling and/or soil contamination. Verified by: _____

(Planning/Public Works staff name and signature)

The ND, MND or EIR does not adequately address the grading/hauling project, nor the effects of soil contamination (if applicable). Contact the Department of City Planning, Environmental Review Section at 213-978-1332 for further evaluation.

An assessment addressing the effects of the grading/hauling project is required **prior to submitting the haul route application**. Complete an Environmental Assessment Form (EAF) and submit to the Department of City Planning for appropriate action, 201 N. Figueroa St., 4th floor, (213) 482-7077.

Comments:

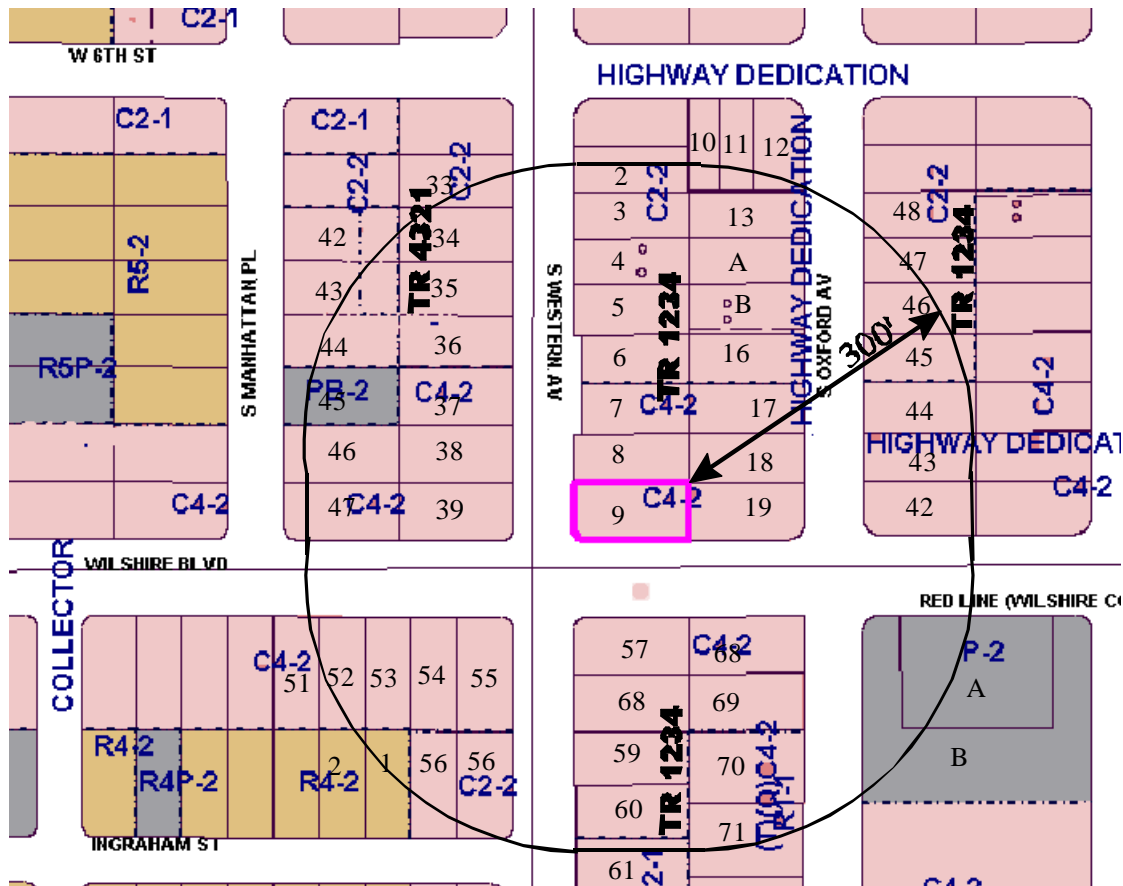
LADBS Commission Office Staff Signature

Date

CITY OF LOS ANGELES
DEPARTMENT OF BUILDING AND SAFETY

ATTACHMENT 3

300 FEET RADIUS MAP SAMPLE



Indicate the location of significant physical features which might have bearing on the proposed hauling and show public facilities such as schools, hospitals, libraries and city parks which are in the vicinity of the project site.

RADIUS MAP: Identifies all the properties within 300 feet of the property.

THREE SETS OF LABELS: Labels must contain the current owner's name and mailing address of each lot within the area circumscribed by the 300' radius. Labels must be cross-referenced to the radius map so the owner of each lot can be identified in relationship to the map.

CITY OF LOS ANGELES
DEPARTMENT OF BUILDING AND SAFETY

ATTACHMENT 4

INFORMATION ACCURACY STATEMENT

I hereby certify that, to the best of my knowledge, the attached vicinity map correctly depicts the notification area required by Section 91.7006.7.4 of the Los Angeles Municipal Code. Further, I hereby certify that, to the best of my knowledge, as of _____, the attached list correctly identifies the names and addresses of the latest owners of the properties indicated on the attached vicinity map.
*(date list was obtained *)*

Signature

Print Name

Date

* The list must be no older than six months at the time of application.

INSPECTION BUREAU - GRADING
GEOLOGY / ENGINEERING

IB - GE10 GRADING PLANS Reviewed: 3/09 Next Review: 10/10

PROCEDURE: Review Grading Plans

PERFORMED BY: Plan Check Engineer

APPROVALS REQUIRED: May Require Various Clearances Depending on the
Proposed Project

OTHER DIVISIONS / AGENCIES: May Involve Various Other Departments Such as
City Planning and Public Works, Depending on the
Proposed Project

ACTIONS REQUIRED:

1. Review application for proposed Grading work.
2. Review submittal for completeness (Soil report, calculations, GPI, etc.).
3. Review grading plans, GPI, reports and miscellaneous information for compliance with Building and Zoning codes, Department policies and procedures.
4. Complete "Grading Plan Check List" and write corrections on the plan check set for additional comments.
5. Review application and ZIMAS for any site specific requirements.
6. Correct and update PCIS application, check work description for accuracy, generate application's sign-off in the PCIS's Clearance Summary Worksheet, add structural inventory and documents.
7. Input Job ID number in PCAM and advance the status of the application to correction issued status.
8. Print PCIS application and include with corrections.
9. Add any required handouts and forms based on project (Bond, Haul Route, SWPPP, 30-Notification, Off-site grading approval, etc).
10. Notify applicant to pick up plans at the 3rd floor Grading Counter.

11. For plans routed from other offices return to the original office or follow any instructions included with plans.



GRADING PERMIT CASH BOND

REV.: 04/03

GGI-05

Legal Address of property covered by this bond:

Legal Description:

CA NO.

PRINCIPAL

THIS AGREEMENT, made and entered into this _____ day of _____ 20_____, by hereinafter _____ (address) _____ hereinafter called the "Principal," with the CITY OF LOS ANGELES, a municipal corporation, hereinafter called the "City."

WITNESSETH

WHEREAS, the above named Principal has applied to the Department of Building and Safety of the City of Los Angeles for issuance to said Principal, of a permit to do and perform excavation and/or fill work within the City of Los Angeles at the above location owned by said Principal, more specifically described in the application for a Grading Permit, and in accordance with the provisions of Article 1, Chapter IX of the Los Angeles Municipal Code, and the principal is required to furnish a bond in the sum hereinafter mentioned, conditioned as hereinafter set forth; and

WHEREAS, the principal has deposited or will deposit with the City an amount in cash or _____ as hereinafter mentioned, the receipt of which cash or _____ is hereby acknowledged; and the City has agreed to hold said deposit in trust to indemnify the City for all costs and expenses incurred by the City by reason of the violation by the principal of any of the provisions of Division 70, Article 1, Chapter IX of the Los Angeles municipal Code, and particularly Section 91.7006.5.1, 91.7006.5.2 & 91.7006.5.4 thereof.

NOW THEREFORE: If the Principal shall well and truly comply with all of the requirements of municipal Code Section 91.7006.5.5 and all of the applicable provisions of Article 1, Chapter IX of said Code, and

If all work required to be done complies with all of the terms and conditions of the permit for excavation or fill to the satisfaction of the Department of Building and Safety, and completed within the time limit specified in the grading permit or in the event of a change in ownership prior to the completion of the grading and the new owner selects to secure a new permit and post a new bond for the completion of the grading work then this obligation shall be void; otherwise to remain in full force and effect.

(over)

City of Los Angeles



GRADING PERMIT CASH BOND

REV.: 04/03

GGI-05

As security for the performance of his obligations hereinabove mentioned, the Principal does hereby forthwith upon the execution of this agreement, transfer and deliver unto said City of Los Angeles, to be held for the purposes and upon the terms and conditions hereinabove and hereinafter set forth, the following amount of cash or:

..... Dollars

(\$).

IT IS FURTHER AGREED, that in the event of any default by the Principal in the performance of any of his obligations required herein, the cash deposit or bonds shall, without any notice to or authority from the undersigned, be used by the City to complete the required work to the satisfaction of the Department of Building and Safety as provided in said municipal Code Section 91.7002(c).

WITNESS my hand and seal the day and year first above written.

..... (Seal)

..... (Seal)

Principal

All Signatures must be acknowledged before a Notary Public.

FOR DEPARTMENT USE ONLY

Permit No. 	Legal description and ownership compared with the grading Permit application and found to be identical. BY: PLAN CHECKER	Approved as to Form
Date: 	Trust Fund Receipt No. 	City Attorney BY:

Refund Demand No.:

Date:

GRADING BOND INSTRUCTIONS

REV.: 04/05

GGI -04

A grading bond is required for all grading work of 250 cubic yards or more when conducted in a designated hillside area. (Section 91.7006.5)

1. Download Grading Bond forms from LADBS website at http://www.ladbs.org/faq/frequently_req_forms.htm or obtain bond forms from Plan Check or Grading Section: **Cash bond requires two (2) copies. Surety Bond required three (3) copies. USE THE DEPARTMENT FORMS PROVIDED.**
Forms are to be executed as per the following instructions:
 - a) The grading bond must be taken in the name of the owner and signed by the owner. The owner on the application for grading permit and the principal shown on the bond must be identical.
 - b) The address and the legal description on the bond and on the grading permit application must be identical. (Attach a copy of the metes and bounds description, if used, to each bond copy).
 - c) The surety company must be named on all surety bonds and its corporate seal impressed thereon. The signatures of its attorney-in-fact must be acknowledged by a notary public.
 - d) If applicant is a partnership, the bond must be signed by at least one general partner and the signature acknowledged by a notary public on a partnership form of acknowledgment.
 - e) For cash bond, signatures of individual owners shall be acknowledged by a notary public.
 - f) Certified or cashier's check are required for a cash bond. Check to be made to City of Los Angeles.
2. Present the grading bond form and the grading permit application to your plan check engineer for verification of the bond amount, and items (a) and (b) above, and his/her signature. The bond amount is based on the number of cubic yards of cut and fill, **plus** the cost of all drainage and other protective devices such as retaining walls.
3. Present the bond application at the "Office of the City Administrative Officer-Risk Management" for approval of insurance and bonds located at 200 N. Main Street, Room 1240 City Hall East, Los Angeles, CA 90012 Stop 132. Present bond to plan checker at the time of permit issuance for second verification before proceeding to the cashier.
4. Post bond and have grading permit application stamped at "Cashier's Window".

CASH BOND RELEASE: When all phases of the job have been completed and have been approved and signed off by all inspectors (the Grading Inspector will give the approval for release), the owner, owners, or corporation listed on the bond will be notified by the Department to present the accounting office with the lower redeemable portion of the original receipt for the bond. The upper portion of the receipt is for the bond owner. Approximately ten days are required to process the owner's claim for refund after the receipt is received by the Department.

PARTIAL CASH BOND RELEASE: If the grading work has been completed 50% or more, a relative percentage of cash bond may be released by the grading inspector in charge of the job. The grading division shall prepare a release letter, duly addressed to the financial services and signed by the head of the division.

SURETY BOND RELEASE: Notice of release upon completion of the job will be mailed to the surety company.



GRADING PERMIT SURETY BOND

REV.: 04/03

GGI-06

Legal Address of property covered by this bond:

Legal Description:

CA NO.
PRINCIPAL

KNOW ALL MEN BY THESE PRESENTS:

That we, _____

 of _____ California, as
 (MAILING ADDRESS OF PRINCIPAL, INCLUDE ZIP CODE)
 principal, and _____

a corporation, as surety, are held and firmly bound unto the CITY OF LOS ANGELES, a
 municipal corporation of the State of California in the sum of _____,
 \$ _____, lawful money of the United States, for the payment of which well
 and truly to be made bind ourselves, jointly and severally, firmly by these presents.

Signed, sealed and dated this _____ day of _____, 20 _____.

WHEREAS, an application by the above-named principal has been made to the
 Department of Building and Safety of the City of Los Angeles for the issuance, to said
 principal, of a permit to perform excavation and/or fill work within the City of Los Angeles
 more specifically described in the application for a Grading Permit, at the above location and
 owned by said principal, in accordance with the provisions of Article 1, Chapter 9 of the Los
 Angeles Municipal Code, and particularly Sections 91.7006.5.1 & 91.7006.5.4 thereof, and

WHEREAS, the Los Angeles Municipal Code Section 91.7006.5 requires as a condition precedent to
 the issuance of said permit that the principal shall furnish a bond in the sum above named to the City of
 Los Angeles, conditioned as hereinafter set forth:

NOW THEREFORE,

- (1) If the Principal shall well and truly comply with all of the requirements of Municipal Code Section
 91.7006.5.5 and with all of the applicable provisions of Article 1, Chapter IX of said Code, and
- (2) If all work required to be done complies with all of the terms and conditions of the Permit for
 excavation or fill to the satisfaction of the Department of Building and Safety and completed
 within the time specified in the Grading Permit, then this obligations shall void; otherwise it shall
 remain in full force and effect.

(over)

City of Los Angeles



GRADING PERMIT SURETY BOND

REV.: 04/03

GGI-06

It is understood that the liability of the principal and surety upon this bond is a continuing obligation and shall be in effect from the date hereof until the completion, to the satisfaction of the Department of Building and Safety of all the terms and conditions of said Grading Permit, or in the event of a change in ownership prior to the completion of the grading and the new owner selects to secure a new permit and post a new bond for the completion of the grading work, than this obligation shall be void; otherwise to remain in full force and effect.

It is further understood that the time limit specified in the permit above mentioned, may be extended for good and sufficient cause by the Board of Building and Safety Commissioners. No such extension of time shall be valid unless the same be in writing and no such extension of time shall release the principal or surety from the obligation of this bond.

IN WITNESS WHEREOF the principal and surety caused this bond to be executed the day and year first above written.

(Seal)

Principal

(Seal)

Surety

Address of Surety Co.

(This bond must be acknowledged both as to principal and surety before a Notary Public)

FOR DEPARTMENT USE ONLY

Permit No.

Legal description and ownership compared with the Grading Permit application and found to be identical.

Approved as to Form

_____, 20__

BY: _____
PLAN CHECKER

Date :

Receipt No.:

City Attorney

By

Deputy

GRADING BOND INSTRUCTIONS

REV.: 04/05

GGI -04

A grading bond is required for all grading work of 250 cubic yards or more when conducted in a designated hillside area. (Section 91.7006.5)

1. Download Grading Bond forms from LADBS website at http://www.ladbs.org/faq/frequently_req_forms.htm or obtain bond forms from Plan Check or Grading Section: **Cash bond requires two (2) copies. Surety Bond required three (3) copies. USE THE DEPARTMENT FORMS PROVIDED.**
Forms are to be executed as per the following instructions:
 - a) The grading bond must be taken in the name of the owner and signed by the owner. The owner on the application for grading permit and the principal shown on the bond must be identical.
 - b) The address and the legal description on the bond and on the grading permit application must be identical. (Attach a copy of the metes and bounds description, if used, to each bond copy).
 - c) The surety company must be named on all surety bonds and its corporate seal impressed thereon. The signatures of its attorney-in-fact must be acknowledged by a notary public.
 - d) If applicant is a partnership, the bond must be signed by at least one general partner and the signature acknowledged by a notary public on a partnership form of acknowledgment.
 - e) For cash bond, signatures of individual owners shall be acknowledged by a notary public.
 - f) Certified or cashier's check are required for a cash bond. Check to be made to City of Los Angeles.
2. Present the grading bond form and the grading permit application to your plan check engineer for verification of the bond amount, and items (a) and (b) above, and his/her signature. The bond amount is based on the number of cubic yards of cut and fill, **plus** the cost of all drainage and other protective devices such as retaining walls.
3. Present the bond application at the "Office of the City Administrative Officer-Risk Management" for approval of insurance and bonds located at 200 N. Main Street, Room 1240 City Hall East, Los Angeles, CA 90012 Stop 132. Present bond to plan checker at the time of permit issuance for second verification before proceeding to the cashier.
4. Post bond and have grading permit application stamped at "Cashier's Window".

CASH BOND RELEASE: When all phases of the job have been completed and have been approved and signed off by all inspectors (the Grading Inspector will give the approval for release), the owner, owners, or corporation listed on the bond will be notified by the Department to present the accounting office with the lower redeemable portion of the original receipt for the bond. The upper portion of the receipt is for the bond owner. Approximately ten days are required to process the owner's claim for refund after the receipt is received by the Department.

PARTIAL CASH BOND RELEASE: If the grading work has been completed 50% or more, a relative percentage of cash bond may be released by the grading inspector in charge of the job. The grading division shall prepare a release letter, duly addressed to the financial services and signed by the head of the division.

SURETY BOND RELEASE: Notice of release upon completion of the job will be mailed to the surety company.

APPLICATION FOR REVIEW OF IMPORT-EXPORT

IMPORT - EXPORT INSTRUCTIONS

Section 91.7006.7.4, requires a public hearing before the Board of Building and Safety Commissioners (BBSC) for any import or export of more than 1,000 cubic yards of earth material in a grading hillside area.

THE FOLLOWING SHALL BE SUBMITTED BY THE APPLICANT TO THE GRADING SECTION:

1. A completed **“APPLICATION FOR REVIEW OF TECHNICAL REPORTS AND IMPORT-EXPORT ROUTES”** form with a filing fee of \$404.00 (\$350.00 + \$54.00 surcharge)
2. A copy of the **grading plan**, showing the location and amounts of cut and/or fill, and export/import amounts.
3. A copy of the **Department letter approving soils/engineering/geology reports**, when such reports are required pursuant to L.A.M.C. Section 91.7006.2.
4. A completed **Haul Route Questionnaire**. The questionnaire shall include the location of borrow and /or dispersal sites, all streets included in the route, the proposed staging area and the maximum gross weight of the trucks when loaded. (ATTACHMENT 1)
5. A completed **City of Los Angeles Categorical Exemption Questionnaire**. Note: If the Department determines that the proposed grading may not be categorically exempt, then an environmental assessment form (EAF)¹ shall be filed with the Department of City Planning for appropriate action. If your project has received a Mitigated Negative Declaration (MND) or if an Environmental Impact Report (EIR) has been prepared, please provide a copy.² (ATTACHMENT 2)
6. One (1) copy of a **300-foot vicinity map** showing all lots within 300 feet of the subject property boundaries. Indicate the location of significant physical features which might have bearing on the proposed hauling and show public facilities such as schools, hospitals, libraries and city parks which are in the vicinity of the project site. (ATTACHMENT 3)
7. A **list of property owners and three (3) sets of gummed labels** for all parcels shown on the 300-foot vicinity map. The list shall be cross-referenced onto the vicinity map.
8. **An information accuracy certificate**. (ATTACHMENT 4)
9. A **8-1/2" x 11" haul route map** of appropriate scale which indicates the location of the project site, showing streets and direction of hauling up to and including the end of the route.

If you have any questions regarding the status of your haul route application, after it has been accepted, you may contact the Commission Office, (213) 482-0466.

Footnotes:

1. The Department shall not accept an application for “import - export” nor shall a grading permit be issued until the appropriate agency has filed a “Notice of Determination” approving the project.
2. The ND, MND or EIR must specifically address the impacts (temporary or cumulative) of the hauling/grading work.

CITY OF LOS ANGELES
DEPARTMENT OF BUILDING AND SAFETY
Grading Section

District

Log No.

APPLICATION FOR REVIEW OF TECHNICAL REPORTS AND IMPORT-EXPORT ROUTES

INSTRUCTIONS

- A. Address all communications to the Grading Section, LADBS, 201 N. Figueroa St., 3rd Fl., Los Angeles, CA 90012
 Telephone No. (213)482-0480.
 B. Submit 3 copies (4 for fault study zone) of reports and 3 copies of application with items "1" through "10" completed.
 C. Check should be made to the City of Los Angeles.

1. LEGAL DESCRIPTION Tract _____ Block _____ Lots _____ 3. OWNER _____ Address _____ City _____ Zip _____ Phone (Daytime) _____	2. PROJECT ADDRESS: _____ 4. APPLICANT _____ Address _____ City _____ Zip _____ Phone _____ (Daytime) _____ Fax _____
---	--

5. Report(s) Prepared by: _____	6. Report Date(s): _____
--	---------------------------------

7. Status of project: Proposed Under Construction Storm Damage

8. Previous site reports? _____ if yes, give date(s) of report(s) and name of company who prepared report(s)

9. Previous Department actions? _____ if yes, provide dates and attach a copy to expedite processing.
 Dates _____

10. Applicant Signature: _____ Position: _____

(DEPARTMENT USE ONLY)

REVIEW REQUESTED	FEES	REVIEW REQUESTED	FEES	Fee Due \$ _____;
? Soils Engineering		? Import-Export Route		Fee Verified By: _____ Date: _____
? Geology		? Division of Land		
? Combined Soils Engr. & Geol.		? Other		
Supplemental		Sub-total		
Combined Supplement		One-Stop Surcharge		

(Cashier Use Only)

ACTION BY: _____ **TOTAL FEE** _____

THE REPORT IS: NOT APPROVED
 APPROVED WITH CONDITIONS SEE: BELOW ATTACHED

_____ *For Geology* _____ *Date*

_____ *For Soils* _____ *Date*

DISTRIBUTION: Soil Engr Board Files Inspection: WLA BI
 Owner Geologist Tract File LA SP/WLA BMI
 Applicant VN

CITY OF LOS ANGELES
DEPARTMENT OF BUILDING AND SAFETY

ATTACHMENT 2
CATEGORICAL EXEMPTION QUESTIONNAIRE

JOB ADDRESS: _____

To determine if your grading project and/or the hauling of earth related thereto is exempt from the California Environmental Quality Act, please answer the following questions placing an "x" on the appropriate box.

- | | | |
|---|-----|----|
| 1. Does the export or import of earth exceed 1,000 cubic yards of earth from/to the project site? | Yes | No |
| 2. Will the grading involve the removal of mature trees (<i>12" in diameter or more</i>), scenic trees (<i>non-fruit species</i>) or protected trees (<i>Ord. No. 177404</i>)? | Yes | No |
| 3. Is the project located in a waterway or wetland or within an officially designated (by federal, State or local governmental action) scenic corridor? | Yes | No |
| 4. Is the grading to be done on land with a natural slope of <u>less</u> than ten percent (<10%)? | Yes | No |
| 5. Is the grading to be done on land with a natural slope of fifteen percent or <u>less</u> (# 15%) ? | Yes | No |
| If grading on land with a slope of fifteen percent or <u>less</u> (# 15%): | | |
| 5a. Will the total amount of cut exceed 20,000 cubic yards? | Yes | No |
| 5b. Will the total amount of fill exceed 20,000 cubic yards? | Yes | No |
| 6. Is there any evidence of soil contamination at the site? | Yes | No |
| 7. Is there an Environmental Impact Report (EIR), Mitigated Negative Declaration (MND) or a Negative Declaration (ND) which has been prepared for <u>any portion</u> of the proposed development? | Yes | No |
| ND/MND/EIR NO. _____ | | |

Owner or Authorized Agent

Address

Telephone

Date

DEPARTMENT USE ONLY:

The questionnaire has been reviewed and the grading/hauling as described is categorically exempt by Pursuant to Article III, Class_____, Subcategory _____ of the City of Los Angeles CEQA Guidelines.

The ND, MND or EIR has been approved by the Department of _____ and it adequately addresses the grading/hauling project, including any temporary or cumulative effects due to the hauling and/or soil contamination. Verified by: _____

(Planning/Public Works staff name and signature)

The ND, MND or EIR does not adequately address the grading/hauling project, nor the effects of soil contamination (if applicable). Contact the Department of City Planning, Environmental Review Section at 213-978-1332 for further evaluation.

An assessment addressing the effects of the grading/hauling project is required **prior to submitting the haul route application**. Complete an Environmental Assessment Form (EAF) and submit to the Department of City Planning for appropriate action, 201 N. Figueroa St., 4th floor, (213) 482-7077.

Comments:

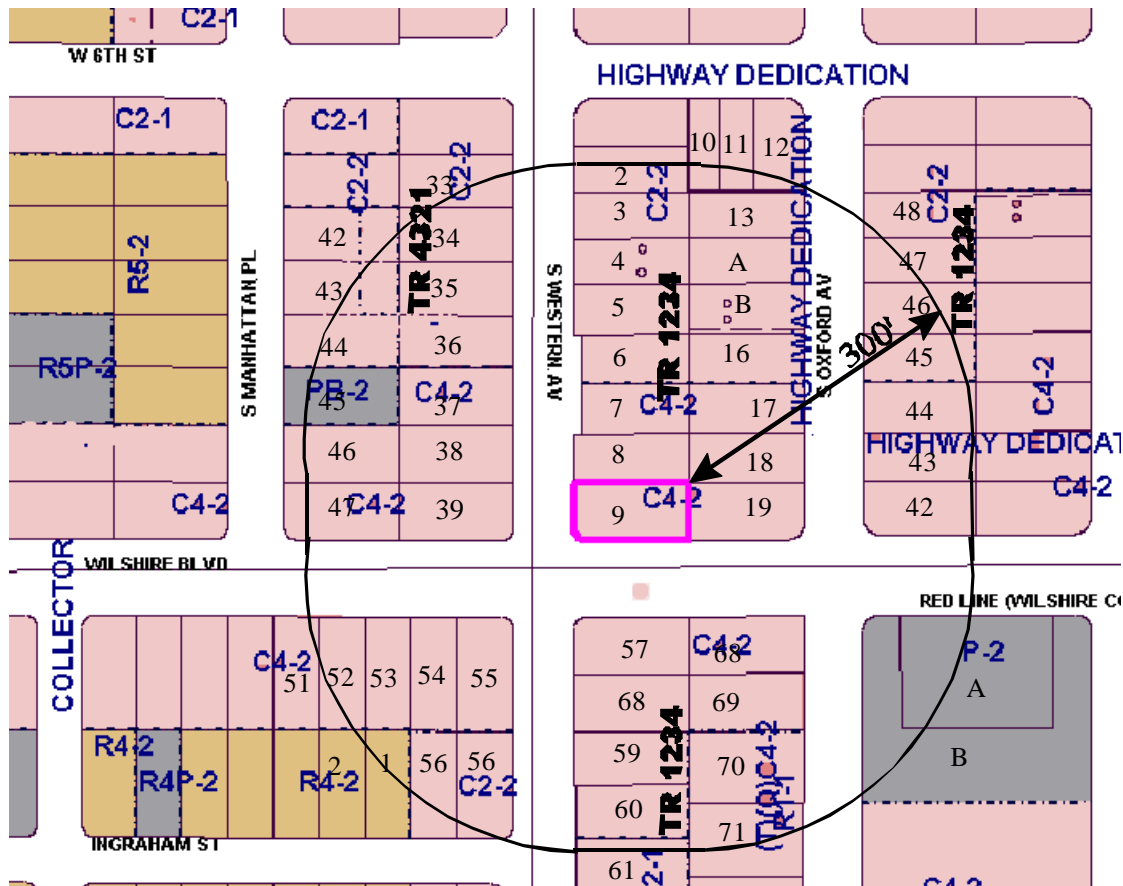
LADBS Commission Office Staff Signature

Date

CITY OF LOS ANGELES
DEPARTMENT OF BUILDING AND SAFETY

ATTACHMENT 3

300 FEET RADIUS MAP SAMPLE



Indicate the location of significant physical features which might have bearing on the proposed hauling and show public facilities such as schools, hospitals, libraries and city parks which are in the vicinity of the project site.

RADIUS MAP: Identifies all the properties within 300 feet of the property.

THREE SETS OF LABELS: Labels must contain the current owner's name and mailing address of each lot within the area circumscribed by the 300' radius. Labels must be cross-referenced to the radius map so the owner of each lot can be identified in relationship to the map.

CITY OF LOS ANGELES
DEPARTMENT OF BUILDING AND SAFETY

ATTACHMENT 4

INFORMATION ACCURACY STATEMENT

I hereby certify that, to the best of my knowledge, the attached vicinity map correctly depicts the notification area required by Section 91.7006.7.4 of the Los Angeles Municipal Code. Further, I hereby certify that, to the best of my knowledge, as of _____, the attached list correctly identifies the names and addresses of the latest owners of the properties indicated on the attached vicinity map.
*(date list was obtained *)*

Signature

Print Name

Date

* The list must be no older than six months at the time of application.



City of Los Angeles

**STORM WATER POLLUTION CONTROL
ATTACHMENT "A"**

REV: 04/03

GGI-19

Job Address _____

Permit # _____

**Storm Water Pollution Control Requirements for Construction Activities
Minimum Water Quality Protection Requirements for All Construction
Projects/Certification Statement**

The following notes shall be either incorporated or attached to the approved construction/grading plans and represent the minimum standards of good housekeeping which must be implemented on all construction projects.

Construction means constructing, clearing, grading or excavation that result in soil disturbance. Construction includes structure teardown. It does not include routine maintenance to maintain original line and grade, hydraulic capacity, or original purpose of facility; emergency construction activities required to immediately protect public health and safety; interior remodeling with no outside exposure of construction material or construction waste to storm water; mechanical permit work; or sign permit work. NPDES Permit Part 5 "Definitions"

- o Eroded sediments and pollutants must be retained on site and may not be transported from the site via sheet flow, swales, area drains, natural drainage course or wind.
- o Stockpiles of earth and other construction-related materials must be protected from being transported from the site by wind or water.
- o Fuels, oils, solvents and other toxic materials must be stored in accordance with their listing and are not to contaminate the soil nor the surface waters. All approved toxic storage containers are to be protected from the weather. Spills must be cleaned up immediately and disposed of in a proper manner. Spills may not be washed into the drainage system.
- o Non-storm water runoff from equipment and vehicle washing and any other activity shall be contained at the project site.
- o Excess or waste concrete may not be washed into the public way or any drainage system. Provisions shall be made to retain concrete wastes on-site until they can be appropriately disposed of or recycled.
- o Trash and construction-related solid wastes must be deposited into a covered receptacle to prevent contamination of rainwater and dispersal by wind.
- o Sediments and other materials may not be tracked from the site by vehicle traffic. The construction entrance roadways must be stabilized so as to inhibit sediments from being deposited into the public ways. Accidental depositions must be swept up immediately and may not be washed down by rain or by any other means.

As the project owner or authorized agent of the owner, I have read and understand the requirements, listed above, necessary to control storm water pollution from sediments, erosion, and construction materials, and I certify that I will comply with these requirements.

Print Name _____
(Owner or authorized agent of the owner)

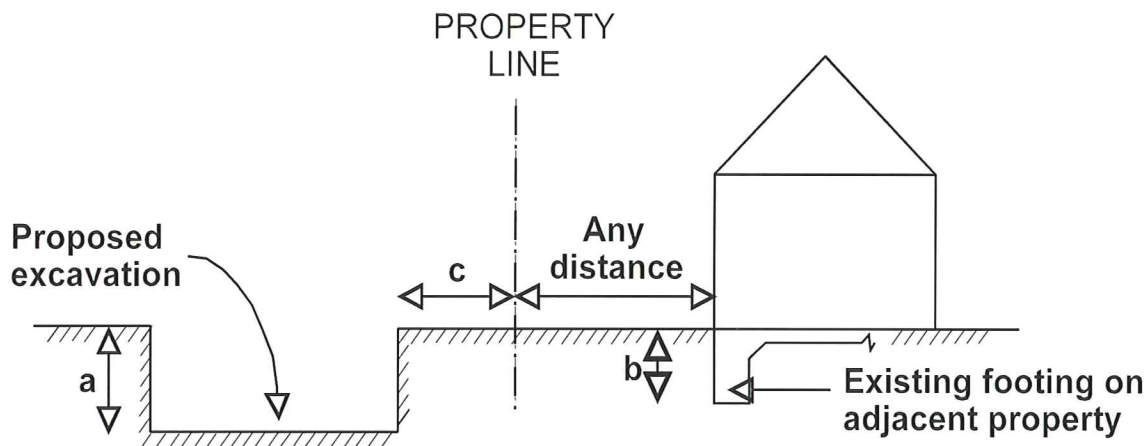
Signature _____
(Owner or authorized agent of the owner)

Date _____

30-DAY NOTIFICATION OF INTENT TO EXCAVATE

Section 3307.1 of the Los Angeles Building Code requires property owners to provide the adjacent property owner(s) with a 30-day written notice of intent to excavate when the depth of the proposed excavation (a) is greater than both:

1. The depth of the wall or foundation (b) of an adjoining building or structure, and
2. The distance between the property line and the proposed excavation (c). (See below)



The Department shall not issue any permit until evidence of the required notification is received. The procedure for providing proper notification shall be as follows:

1. The attached letter shall be used to provide the required notification. If you have questions regarding the completion of the form please contact your plan check engineer.
2. The name(s) and mailing address(es) of the adjacent owner(s) can be obtained at the following locations:

City Clerk Land Records Division
201 N Figueroa St 7th Floor
Los Angeles
(213) 977-6015

LA County Assessors Office
13800 Balboa Blvd
Sylmar
(818) 833-6000

LA County Assessors Office
6120 Bristol Parkway
Culver City
(310) 974-3211

LA County Assessors Office
500 W. Temple St
Los Angeles
(213) 974-3211

LA County Assessors Office
5898 Cherry Ave
Long Beach
(562) 984-5111

3. The notification shall be sent to the owner(s) of the adjoining properties by certified mail with a return receipt requested.
4. The applicant shall provide the plan check engineer with the certified mail return receipt as evidence of the notification. A copy of the ownership list from one of the above agencies shall also be provided to the plan check engineer.
5. The department will then note on the permit application the article number and delivery date of the certified mail return receipt as well as a statement indicating that there shall be no excavation prior to 30 days from the notification delivery date.

30-DAY NOTICE OF INTENT TO EXCAVATE

Date: _____

To: Owner of property located at _____

From: _____

Subject: **PROTECTION OF ADJOINING PROPERTY - ORDINANCE NO. 165,041
(LABC 3307.1)**

Job Address: _____

Legal Description: _____

I am applying for a permit with the Department of Building and Safety, City of Los Angeles for a _____
foot deep excavation located _____ feet away from our common property line, for the purpose of _____.

The ordinance requires that I give adjacent property owner(s) 30 days written notice when the excavation will be of greater depth than the adjoining building's or structure's foundation and when the excavation is closer to the common property line than the depth of the excavation. The excavation is proposed to commence on or after ____/____/____. Should you have any questions or concerns, I can be reached at _____.

Print Name: _____

Signature: _____

Position: _____

**PERMISSION FOR OFF-SITE GRADING**

REV. 04/03

GGI-09

DATE: ____/____/____

TO: LOS ANGELES DEPARTMENT OF BUILDING AND SAFETY

I, owner of _____,
(Job address)

Lot: _____ Block: _____ Tract: _____ have reviewed the grading plan
(Legal description)
prepared by _____ dated _____ and hereby grant
permission to _____, owner
of _____
(Job address)

Lot: _____ Block: _____ Tract: _____ to perform grading on my property for
the purpose of _____

I also grant permission to the contractor, soil engineer, geologist and City Inspector to have access to
the premises.

**SIGNATURE
MUST BE
NOTARIZED**

Signature_____
Owner's Name (Printed)_____
Mailing Address

(STATE OF CALIFORNIA, COUNTY OF _____)

On _____ before me, _____, personally appeared
_____, personally known to
me (or proved to me the basis of satisfactory evidence) to be the person(s) whose name(s) is/are subscribed to the
within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized
capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of
which the person(s) acted, executed the instrument.

WITNESS my hand and official seal.

Signature _____



City of Los Angeles

PROTECTION OF ADJOINING PROPERTY

REV.: 04/03

GGI -10

DATE: ____/____/____

TO: Owner of Property

At _____

FROM: _____

RE: **PROTECTION OF ADJOINING PROPERTY PER SECTION 91.3301.2 L.A.M.C.**

Job Address: _____ Application No.: _____

Legal Description:

Lot: _____ Block: _____ Tract: _____

I am applying for a permit with the Department of Building and Safety, City of Los Angeles for a _____ ft deep excavation located _____ ft. away from our common property line, for the purpose of _____

The Building Code requires that I give property owners 30 days notice when the excavation will be of greater depth than the adjoining buildings foundation and the excavation is closer to the common property line than the depth of excavation. The excavation is proposed to commence on or after ____/____/____.

Should you have any question or concerns, I can be reached at (____) ____ - ____.

Signature: _____

Print Name: _____

Position: _____

INSPECTION BUREAU - GRADING GEOLOGY / ENGINEERING

IB - GE11 OVER-THE-COUNTER PMTS Reviewed: 3/09 Next Review: 10/10

PROCEDURE: Over-the-Counter Grading Permits
PERFORMED BY: Plan Check Engineer
APPROVALS REQUIRED: Varies
OTHER DIVISIONS / AGENCIES: Varies

ACTIONS REQUIRED:

Grading permits for projects which do not require the checking of plans, do not remove lateral support from the public way or from an adjacent structure, and do not require a soils investigation report (i.e., temporary access pathway for site exploration per soil engineer's request, permits related to On-site Wastewater Treatment Systems on flat sites, removal of underground storage tanks and removal and re-compaction of soil which does not change grading contours) may be issued at the grading counter.

The Counter Person will:

1. Have applicant complete applicable portions of permit worksheet.
2. Verify the proposed grading is appropriate for issuing a permit at the counter by reviewing the site plan provided by the applicant.
3. Request a grading plan check engineer to process the grading permit application.

The Grading Plan Check Engineer will:

1. Review the site plan and verify that the location of the temporary excavations shown on the site plan will not require shoring and will be sloped back.
2. When contaminated soil is involved (i.e., removal of underground storage tank), verify applicant has approval from the lead governmental agency for the remediation of the contaminated soil (refer to memo dated February 6, 1989, regarding contaminated soils) and attach copy of the approval to the grading permit.
3. Check ZIMAS for any additional clearances which may be required, verify workman's compensation insurance, contractors state and business license, and letter of authorization from the licensed contractor for the agent to sign grading permits (refer to PCIS Building Permit Procedures for Over the Counter Permits).

INSPECTION BUREAU - GRADING GEOLOGY / ENGINEERING

IB - GE12 REQ FOR MODIFICATION Reviewed: 3/09 Next Review: 10/10
--

PROCEDURE: Review of Request for Modification of Building Ordinances

PERFORMED BY: Staff

APPROVALS REQUIRED: Supervisor

OTHER DIVISIONS / AGENCIES: None

ACTIONS REQUIRED:

1. Assignment of Request for Modifications (RFM) varies as follows:
 - a. Modifications for geology and engineering issues are assigned to the geologist and/or engineer reviewing the geology and soil engineering report for that project. If no report has been required, modifications are assigned, as determined by the supervisor.
 - b. Modifications for disposal of site drainage are assigned to the plan check engineer and/or office engineering technician.
2. Staff will review the RFM, obtain any necessary information and make a determination.
3. Staff will then review the RFM with a supervisor to make the final determination.
4. The RFM will either be approved or denied by staff and then initialed at the top by the supervisor.
5. The RFM will then be given to the senior clerk for distribution.