



CITY OF THOUSAND OAKS
PUBLIC WORKS DEPARTMENT

File ID# _____

GRADING PERMIT # _____

Project # _____

Permittee _____	Phone _____
Address _____	City _____ Zip _____
Contractor _____	Phone _____
Address _____	City _____ Zip _____
State Contractor's License No. _____	Classification _____ Exp. Date _____
Civil Engineer _____	Phone _____
Address _____	City _____ Zip _____
Soils Engr/Geologist _____	Phone _____
Address _____	City _____ Zip _____
Description of grading work _____	
Address/location of job _____	
APN's _____, _____, _____	
City drawing # _____	Record drawings required yes <input type="checkbox"/> no <input type="checkbox"/> City W/WW yes <input type="checkbox"/> no <input type="checkbox"/>
Excavation _____ yds	Fill _____ yds R&R _____ yds Max depth of cut _____ ft
Export _____ yds	Import _____ yds Max height of fill _____ ft
Destination of export/source of import _____ Haul route attached _____	

48 hour advance notice required to schedule an inspection. Phone (805) 449-_____

Grading Inspector _____ Special Conditions Attached Yes No

Water/Wastewater Inspector _____

For Department Use Only

Plan Check Fee \$ _____	Date paid ___/___/___	Receipt # _____
Inspection Fee \$ _____	Date paid ___/___/___	Receipt # _____
TOTAL FEES \$ _____		
Bond amount \$ _____	Bond # _____	
Bonding agency _____		
City Encroachment Permit # _____	City On-Site Paving Permit # _____	
CalTrans permit required yes <input type="checkbox"/> no <input type="checkbox"/>	VCWPA permit required yes <input type="checkbox"/> no <input type="checkbox"/>	
Other permit (specify agency) _____	Deviations from Grading Ordinance _____	

This permit authorizes only that work described above. Neither issuance of this permit or compliance with these provisions or with any conditions imposed by this permit shall relieve any person from responsibility for damage to other persons or property or impose any liability upon the governing agency for damage to other persons or property. All attached addenda are a part of this permit. All modifications to this permit or to the approved grading plan must be approved by the CITY by written change order prior to construction. See reverse for additional conditions.

I/we hereby acknowledge that I/we have read this application and state that the above is correct, and that all excavation, grading and filling of land will be in accordance with the approved plans, and with the City Grading Ordinance. In consideration of the CITY issuing this grading permit, I/we agree to comply with all provisions of this permit including the standard conditions (Res. 95-20), project conditions, and special conditions, if any.

Signature _____	Released by _____	Planning Dept. _____	Date _____
Authorized Agent for Permittee	Date	Date	Date
Permit Start Date: _____	Issued by _____	Public Works Dept. _____	Date _____
EXPIRATION DATE: _____			
Time Extension: _____	By: _____		Date _____

Fill in ALL blanks. If not applicable, write "N/A"



Getting Started – Grading Permits

Before earth-moving operations actually start, several things need to occur:

1. Notify the inspector that you have obtained the permit and that you need to schedule a pre-construction meeting. The inspector will need at least 24 hours from the time they receive the plans and permit to review the plans and soils report and schedule the meeting. The City Planner, civil engineer, contractor, soils engineer and owner's representative should be present at the meeting. Other agencies may also need to be represented.
2. Clearing and grubbing may commence after the pre-construction meeting and after the installation of the initial stormwater pollution Best Management Practices (BMP's) as specified in the Stormwater Pollution Prevention Plan (or Stormwater Pollution Control Plan, and/or erosion control plan). The construction entrances, desilting ponds, drainage diversions and other applicable BMP's that prevent discharges from the site must all be functional prior to clearing the site.
3. While clearing the site, dust must be controlled, and tracking or migration of dirt and mud onto adjacent streets must be prevented.
4. Once clearing and grubbing is completed and the BMP's installed, the inspector will issue a written notice to proceed with the grading work. No earth moving may occur prior to this notice being issued.