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 & recompacon) 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.

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.

GRADING PERMIT FEES BASED ON CUBIC YARDS

<table>
<thead>
<tr>
<th>Cubic Yds.</th>
<th>Plan Check</th>
<th>Inspection</th>
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<tbody>
<tr>
<td>1-100</td>
<td>$320</td>
<td>$320</td>
</tr>
<tr>
<td>101-500</td>
<td>$1,305</td>
<td>$1,305</td>
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<tr>
<td>501-1,000</td>
<td>$2,725</td>
<td>$2,725</td>
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<tr>
<td>1,001-10,000</td>
<td>$4,905</td>
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</tbody>
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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.

* 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.

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.
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 — 658-6405
- 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
2100 Thousand Oaks Blvd.
Thousand Oaks, CA 91362
(805) 449-2400 Public Works
(805) 449-2323 Planning
(805) 449-2500 Building
www.toaks.org

In compliance with the Americans with Disabilities Act, those needing special assistance to read this publication should contact the Public Works Department, 805/449-2400. Notification will enable the City to make reasonable arrangements to ensure accessibility to the information in this publication.

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