



## COMMUNITY DEVELOPMENT DEPARTMENT

625 Swift Blvd, Richland, WA 99352

Phone: 509-942-7794 Fax: 509-942-7764

## GRADING PERMITS

Grading permits are regulated by Appendix J of the 2015 IBC. Fees are according to the fee schedule of the 1997 UBC Appendix Chapter 33, Table A-33-A (plan review fee) and Table A-33-B (grading permit).

### SUBMITTAL REQUIREMENTS:

1. **Application for Grading Permit**
2. **Affidavit for Grading Operations**
3. **Site Plan** - A site plan showing existing grade and finished grade in contour intervals of sufficient clarity to indicate the nature and extent of the work shall be submitted. The grades must also show in detail that it complies with all the requirements for slopes and setbacks in Appendix J. The site plan must also show the existing grades on adjoining properties in sufficient detail to identify how grade changes will conform to the requirements of Appendix J. The City requires 6 sets of the site plan to be submitted.
4. **Geotechnical Report** - A soils report prepared by a registered design professional shall be provided. It must contain the minimum following information:
  - a. Existing soils types and distribution of existing soils.
  - b. Conclusions and recommendations for grading procedures, specifically describing that all Appendix J requirements are being met.
  - c. Soil design criteria for any structures (walls, etc.) or embankments, required to accomplish the proposed grading.
  - d. Slope stability studies and recommendations, specifically describing that all Appendix J requirements are being met, including recommendations and conclusions regarding site geology.
  - e. Liquefaction study (required only where mapped maximum earthquake  $S_s$  is greater than 0.5g).
5. **SEPA required if more than 500 CY being moved.**

### Inspection Process after Permit Issuance

In addition to periodic inspections by the City (pre-fill placement, all buried items—such as filter fabrics, etc.—prior to burial, and at least one inspection of one layer of fill placement during compaction), the owner shall hire either a certified special inspector or a registered design professional to inspect all work in accordance with Section 1705.6 of the 2015 IBC (site preparation, during fill placement, in-place density evaluations). Written field reports and density test reports by either the special inspector or by the registered design professional shall be submitted to the City following each site visit. A final inspection by the City will occur when all the work is done, all written reports have been submitted, AND written final letter from the special inspector or registered design professional is received. Final letter shall document compliance with the Geotechnical Report.

*Please read and have your professionals read and apply each section of Appendix J concerning excavations, fills, and especially SETBACKS and drainage, terracing, and erosion. The plans and reports submitted before permit issuance must clearly show how each of these sections is being addressed in your proposal.*

**CITY OF RICHLAND**  
[www.ci.richland.wa.us](http://www.ci.richland.wa.us)  
**Application for Grading Permit**

<b>PROJECT NAME / OWNER NAME</b>			
Owner's or Tenant's Mailing Address / City / State / Zip			Phone Number
Fax Number	Cell Number		EEmail
Property Owner (if different from Project Owner)			Phone Number
Property Owner's current Address / City / State / Zip			
Project Contact Name & Company		Contact Number	EEmail
<b>ADDRESS OF PROPERTY</b>			
Tax Parcel #	Subdivision	Lot	Block
<b>Lender Information – required for projects over \$5000 in valuation per RCW 19.27.095</b> If a lender or bond company is not loaning monies on this project, please check here: <input type="checkbox"/>			
LENDING INSTITUTION – Name/Address			Phone Number
Description of project: (fully describe the type of grading to be done, fill to be used, wetlands, etc.)			
ESTIMATED # OF CUBIC YARDS OF EARTH TO BE MOVED, FILLED, AND/OR GRADED:			<b>CUBIC YARDS</b>
<b>CONTRACTOR FOR PROJECT</b> (please note that all sub-contractors also must have a City of Richland business license)			
Name		City Business License <b>Required prior to permit issuance</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
Address/City/State/Zip		Phone	
Fax Number	Cell Number		EEmail
<b>CIVIL ENGINEER</b> (required for certain grading permits, see Appendix J of the 2015 IBC)			
Name	St License #	Phone Number	Fax Number
Address/City/State/Zip			EEmail
<b>SOILS ENGINEER</b> (required for certain grading permits, see Appendix J of the 2015 IBC)			
Name	St License #	Phone Number	Fax Number
Address/City/State/Zip			EEmail
Billing Account: - check party responsible for fees: <input type="checkbox"/> Owner <input type="checkbox"/> Contractor <input type="checkbox"/> Applicant		<b>FOR OFFICE USE ONLY</b> <b>PERMIT#</b> <b>INITIALS</b>	

I understand that this permit application is valid for 180 days. If the permit is not obtained within 180 days, all submittal documents will be discarded.

\_\_\_\_\_  
 Signature of Owner or Authorized Agent \_\_\_\_\_  
 Date



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**AFFIDAVIT FOR GRADING OPERATIONS  
REQUIREMENTS FOR CITY INSPECTION OF GRADING**

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Address or legal description of property where project is being proposed

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Description of project (i.e., new commercial building, addition, new residence, etc.)

**EXPLANATION OF CITY INSPECTION REQUIREMENTS**

In accordance with the Appendix J of the IBC, it is the City's policy that grading operations shall require a permit. "Grading" is the movement of soil in the form of excavation and/or placement of fill. The City recognizes that grading is a necessary and beneficial activity when appropriately managed to reduce harmful effects to the community and the environment. Under an issued grading permit, multiple inspections will be specified. These City inspections are in addition to the required on-site observation and written field reports by the soils engineer AND are in addition to any required soils compaction testing by third-party testing agencies. To verify that you understand the requirements to receive a grading permit and to have the grading work inspected by the City, we are requiring the contractor, owner, or owner's agent who picks up the grading permit to sign this affidavit attesting that they understand the potential penalties allowed by law for failure to call for City inspection of the grading work.

The preliminary meeting noted in item #1 on the "green" permit sign-off card is **MANDATORY**. This meeting helps establish with the City inspector what the parameters of the grading operations will be, what kind of inspections will be needed, and how often.

As allowed by law in RMC Title 21 and building code Section 109, failure to call for inspections may result in fines of up to \$5000/day and other legal penalties to be levied against the owner of the property, as well as notices to "stop work".

The City does not want to hinder development work, but serious grading problems have occurred because of failure to follow permit requirements. The City does not want to delay your project, so please follow these inspection requirements.

**AFFIDAVIT**

By signing below, I hereby affirm that I have read and understand the inspection requirements. I further attest and affirm that I understand the legal ramifications, including penalties as noted by law, for failure to call for City inspection of the grading work for which this permit is being issued. My signature below represents a good faith effort to ensure that the grading contractor will call for City inspection of the grading work as noted on the permit sign-off card ("green card"). I will keep this sign-off card and the field set of approved plans on the job site for the City inspector to use during inspections. If a sub-contractor is hired to accomplish the grading work, I hereby affirm that all information relating to City inspections as noted herein and as noted on the permit sign-off card will be given to the sub-contractor. If I am not the owner of the property for which this permit is being issued, then by my signature, I attest that I am an authorized agent of the owner and have authority to sign this affidavit on behalf of the owner.

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Signature of owner (or authorized representative of owner or corporation)

Date