

**County of Ventura
PUBLIC WORKS AGENCY
ENGINEERING SERVICES DEPARTMENT
DEVELOPMENT & INSPECTION SERVICES**
800 South Victoria Avenue, Ventura, CA 93009
(805) 654-2030

GRADING INSPECTION PROCEDURE

General

1. All work shall be performed in accordance with the terms and conditions of the Grading Ordinance, grading permit, approved plans, preliminary soils and/or geologic report.
2. Proposed changes to the approved plans must be reviewed and approved by the County. Change Orders are initiated in the Development & Inspection Services Division at the above address.
3. A change of permittee, surety, civil engineer, soils engineer or engineering geologist from those listed on the permit or acknowledgment form (DS-29), must be approved by the County. See form DS-32 for instructions.
4. A representative of the soils engineer and/or the engineering geologist shall be on-site during the grading operation.
5. **IMPORTANT: The grading permit issued by the Building Official shall expire and become null and void if the grading and other improvements authorized by such a permit are not completed within 1 year from the date of issuance. The time for completion of the grading and other improvements may be extended in increments of 1 year for a maximum of 3 consecutive years if circumstances beyond the permittee's control have prevented the completion of the project, and the necessary time extension fees have been paid.**

ROUGH GRADING CLEARANCE

Development & Inspection Services will issue a Rough Grading Clearance when the following conditions are met:

1. Grading is essentially completed per the approved plan and all change orders, except for final slope planting, fine-grading around structure, installation of remaining minor drainage devices, submittal of as-built plans. Concrete swale drains must be completed and slopes must be protected from erosion prior to rough grading clearance. Graded lots must have positive drainage, through berms, swales or other devices prior to rough grading clearance except as provided above.
2. As applicable, civil engineer, soils engineer, geologist, grading contractor submit rough grading certifications to County. On single lots for homes, the owner may sign as grading contractor.
3. Soils engineer shall submit two copies of a final compaction report and a statement as to stability of all cut slopes if applicable.
4. The engineering geologist, if applicable, shall submit two copies of a final geologic report.

FINAL GRADING CLEARANCE

Development & Inspection Services will release the project to Building & Safety Department for occupancy, and issue permittee a Completion Notice only when the following conditions are met:

Work has been completed in accordance with the approved plans, erosion control slope planting must show signs of germination over 80% of the slopes, completion of drainage devices, including driveway if it is a drainage course.

As-built plans and certification, if applicable, shall be submitted by the permittee's engineer to Development & Inspection Services. The original tracings reduced in size to 22" x 36", if necessary, with all the certifications on the cover sheet signed for record (second column left), plus 3 sets of prints. See form DS-151 for instructions in preparing As-Built.

NOTE: The Grading Bond or other approved surety, if applicable, shall be held for a period of one year from the date of issuance of a Completion Notice, per the Grading Ordinance. The grading security may be reduced if appropriate to \$10,000 upon completion.