



**GRADING PERMIT SUBMITTAL CHECKLIST**  
 LAND DEVELOPMENT SERVICES  
 800 South Victoria Avenue, Ventura, CA 93009-1600  
 (805) 654-2030 | PWA\_LDservices@ventura.org



**The following items should be included in the Grading Plan Submittal application packet:**

Please submit the following documents via email to [PWA\\_LDservices@ventura.org](mailto:PWA_LDservices@ventura.org) electronically (PDF)

- LDS-GP Grading Permit Submittal Checklist (this form)
- LDS-01 Grading Permit Application (must be signed and completed)
- LDS-02 Grading Plan Check and Processing Agreement
- LDS-03 Authorization of Agent (if required)
- LDS-04 Acknowledgement of Employment of Technical Consultants (signed by all consultants and owner)
- LDS-05 Grading Plan Checklist for Plan Check
- DS-06 Stormwater Permit Requirements for New Development and Redevelopment Questionnaire
- DS-07 Stormwater Permit Requirements for Construction Activities
- SW-1, SW-2 or SW-HR. Stormwater Quality form(s)  
*Note: To determine which SW-Form is required, complete the DS-07 form*
- Plan Check Deposit/Fee- For current deposit/fee amounts, see “Schedule of Processing Fees & Deposits.”
- Geotechnical Report
- Hydrology and Hydraulics Report
- Grading Plans - 24” x 36” - Ventura County Standard Grading Plan Title Sheet (CAD file available)
- LDS-11 Off-site construction permission letter (if required)
- The Construction Inspection Deposit must be submitted either at initial submittal, or prior to approval of the grading plan. For current deposit amounts, see “Schedule of Processing Fees & Deposits.” Applicant is responsible for the actual cost of inspection.

**Expiration of application.** An application for which no permit is issued within 360 days following the date of application shall expire by limitation. Plans, documents, reports, and other data submitted for review may thereafter be returned to the applicant or destroyed by the Building Official. Upon written request by the applicant, prior to permit expiration, a permit application may be extended by the Building Official where necessary and for good cause, for an extended time period that is deemed practical, provided:

1. The project plans and specifications have been updated to reflect compliance with any new applicable code provisions that came into effect as a result of an adopted code change, and
2. The request for extension is accompanied by an Application Extension Fee and a Plan Review Fee as prescribed in the County’s adopted Fee Schedule, for review of any required plan revisions,
3. There are no significant changes to the plans or the permit application.

**Refund Recipient:**

Name \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_