

**Commercial Site & Subdivision Grading Permit Application  
Submittal Requirements**

Generally all Grading shall conform to the following codes and ordinances:

1. 2003 International Building Code – Chapter 18 & Appendix J
2. Kingman City Code 5-6, 5-7, 5-8, 5-264

**All Grading Permit Applications Shall Include:**

1. Complete a Grading Permit Application – include the estimated construction cost of retaining walls
2. Submit a Soils Report prepared by an Arizona Registered Design Professional [IBC J104.3]
3. 5 sets of Grading Plans sealed sign & dated prepared by an AZ Design Professional (one set wet sealed)
  - Provide Existing & Finished Grade contours at 1' vertical elevation intervals - extend 15' beyond parcel(s)
  - Dimension the top & toe of cut & fill slopes to adjacent parcel lines
  - Maximum plan sheet size 24" x 36"
4. Show all of the boundaries of the Parcels involved on the Grading Site plan
5. Dimension all of the parcel boundaries on the Grading Site plan
6. Locate all existing and proposed Retaining Walls & Drainage Structures on the Grading Site plan
7. Provide the structural design of all Retaining Walls and Drainage Structures [When Retaining Walls are included in the Grading Design, the required building permit will be automatically prepared by building department staff.]
8. Locate all required and proposed Screen Fence walls on the Grading Site Plan
9. Clearly Identify all Drainage Easements & Drainage Parcels
10. Clearly Identify where Historic Flows are preserved in the design [IBC J109.4]
11. Clearly identify where Erosion Control is required & accomplished [IBC J110]
12. Identify where Benching is required [IBC J107.3]
13. Identify all finished slopes greater than 2:1 [IBC J106.1 & J107.6]
14. "Boundary Survey" – Identify all perimeter boundary markers for the parcel(s) included
15. Identify the limits of all FEMA Flood Zones involved
16. Provide the Drainage Study per the Drainage Design and Administrative Manual; Calculations are required for predevelopment and post development runoff and as the basis for design of conveyance and detention/retention facilities [KCC 5-264] Exception: individual single family residence & duplex lots
17. Record the estimated quantities of Excavations & Fills in cubic yards
18. Special Inspection Certificate specifying the Special Inspector [IBC J105.2]

**Commercial and Public Site Grading Permit Applications shall also include:**

1. Show all existing & proposed buildings, structures, and other impervious surfaces on the Grading Site plan
2. Show all of the existing and proposed infrastructure improvements, streets, sidewalks, utilities etc...
3. Show all existing and proposed private sewer systems &/or Interceptor locations.
4. When grading is in preparation for a new building show all intended Exit discharge routes, Safe dispersal areas & ADA Accessible Routes if known.

**Residential Subdivision and Lot Grading Permit Applications shall include:**

1. The Special Inspector Shall also:
  - Certify that the building pad elevation conforms to the Design for each parcel
  - Certify the Final Elevation of the Point of Discharge for each parcel

Note: New Subdivision grading permit applications may be submitted at the time of the Final Plat submittal. An early application may make it possible for the Grading Permit to be approved by the time City Council approves the subdivision.

**It is the Goal of the Building Department staff and plan review team to complete the plan review and provide written comments or a Grading permit within 15 working days after receiving a complete submittal package, including the grading plan review fee.**

# Excerpts from the 2003 International Building Code

## GRADING PERMITS REQUIRED

**J103.1 Permits required.** Except as exempted in Section J103.2, no grading shall be performed without first having obtained a permit therefore from the building official. A grading permit does not include the construction of retaining walls or other structures.

**J103.2 Exemptions.** A grading permit shall not be required for the following:

1. Grading in an isolated, self-contained area, provided there is no danger to the public, and that such grading will not adversely affect adjoining properties.
2. Excavation for construction of a structure permitted under this code. [These grading provisions will be considered during the Building Permit Application plan review process]
3. Cemetery graves.
4. Refuse disposal sites controlled by other regulations.
5. Excavations for wells, or trenches for utilities.
6. Mining, quarrying, excavating, processing or stockpiling rock, sand, gravel, aggregate or clay controlled by other regulations, provided such operations do not affect the lateral support of, or significantly increase stresses in, soil on adjoining properties.
7. Exploratory excavations performed under the direction of a registered design professional. This phrase was added to assure that the "exploratory excavation" is not to begin construction of a building prior to receiving a permit for the sole purpose of preparing a soils report.

Exemption from the permit requirements of this appendix shall not be deemed to grant authorization for any work to be done in any manner in violation of the provisions of this code or any other laws or ordinances of this jurisdiction.

## GRADING SPECIAL INSPECTIONS

**J105.2 Special inspections.** The special inspection requirements of Section 1704.7 shall apply to work performed under a grading permit where required by the building official.

**1704.7 Soils.** The special inspections for existing site soil conditions, fill placement and load-bearing requirements shall follow Sections 1704.7.1 through 1704.7.3. The approved soils report, required by Section 1802.2, shall be used to determine compliance.

**Exception:** Special inspections not required during placement of fill less than 12 inches (305 mm) deep.

**1704.7.1 Site preparation.** Prior to placement of the prepared fill, the special inspector shall determine that the site has been prepared in accordance with the approved soils report.

**1704.7.2 During fill placement.** During placement and compaction of the fill material, the special inspector shall determine that the material being used and the maximum lift thickness comply with the approved report, as specified in Section 1803.5.

**1704.7.3 Evaluation of in-place density.** The special inspector shall determine, at the approved frequency, that the in-place dry density of the compacted fill complies with the approved report.

## SOILS REPORTS

**1802.6 Reports.** The soil classification and design load-bearing capacity shall be shown on the construction document.

Where required by the building official, a written report of the investigation shall be submitted that includes, but need not be limited to, the following information:

1. A plot showing the location of test borings and/or excavations.
2. A complete record of the soil samples.
3. A record of the soil profile.
4. Elevation of the water table, if encountered.
5. Recommendations for foundation type and design criteria, including but not limited to: bearing capacity of natural or compacted soil; provisions to mitigate the effects of expansive soils; mitigation of the effects of liquefaction, differential settlement and varying soil strength; and the effects of adjacent loads.
6. Expected total and differential settlement.
7. Pile and pier foundation information in accordance with Section 1808.2.2.
8. Special design and construction provisions for footings or foundations founded on expansive soils, as necessary.
9. Compacted fill material properties and testing in accordance with Section 1803.5.

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## City of Kingman FINAL GRADING INSPECTION & APPROVAL

1. A Final Report from the Special Inspection Agency certifying that all soil classifications, soil densities, final grade elevations and the actual drainage conform to the Approved Plan and soils report.
2. All Parcel monuments are in place pursuant the:
  - Boundary Survey
  - Final Approved Plat
3. All required Retaining Walls, Fences and other Drainage Structures are complete and associated permits are Finalized.
4. For New Subdivisions or Replatted Subdivisions: – An As-Built recordable Final Plat shall be submitted for approval; 3 copies on Mylar, and one electronic data file in a format agreeable to the city engineer, which will be used in the building of a City-wide data base.