



City of San Juan Capistrano

Building Department

32400 Paseo Adelanto

San Juan Capistrano CA 92675

949-443-6347

www.SanJuanCapistrano.org

REQUIRED INSPECTIONS FOR GRADING

PROJECT _____ GRADING PERMIT NUMBER _____

JOB ADDRESS _____ DATE ISSUED _____

This is a list of normally required inspections to be made by the Grading Inspector. If any work requiring inspection is covered or concealed by additional work without first having been inspected, the Grading Inspector shall require, by written notice, that such work be exposed for examination.

INITIAL INSPECTION SCHEDULING

Prior to any grading or brushing, preparatory to grading, there shall be a pre-grading meeting held on the site. The project coordinator shall contact the City's Permit Technicians at least 48 hours prior to request the meeting and shall contact the following principals to be represented at the meeting:

Owner
Soils Engineer
Engineering Geologist
Civil Engineer or Architect
Grading Contractor

SUBSEQUENT INSPECTION(S) SCHEDULING

Inspection requests made prior to 4:00 p.m. on a City business day will be scheduled for the following business day unless a different date is specified. All inspection requests must include the following information in this order:

Permit Number
Job Site Address
Date of Inspection
Type of Inspection(s) being requested
Job Site Contact Name and Phone Number
Gate Code or other special instructions

Inspection requests can be made:

- Online at <http://sanjuancapistrano.org/Departments/Development-Services/Building-Department/Inspection-Requests-Information/Online-Inspection-Request>
- Via email at B2@SanJuanCapistrano.org
- By phone at 949-493-3172 (Leave a voicemail on the Automated Inspection line)
- Or in person (Visit the Building Counter during regular business hours)

The City Staff does not provide confirmation for voicemail inspection requests left on the Automated Inspection Request line. Inspection requests sent by e-mail will get a short confirmation response by e-mail.

INSPECTIONS TO BE PERFORMED

1. Excavation and Fills

- a. Erosion and sediment control plan shall be in place prior to any work or inspections. Refer to the City's Water Quality webpage for specific details <http://sanjuancapistrano.org/Departments/Public-Works/NPDES>
- b. Canyon Cleanout
 - i. After all brush and unsuitable material has been removed and an acceptable base has been exposed, but before any fill is placed.
- c. Toe Bench and Key Inspections
 - i. After the natural ground or bedrock is exposed and prepared to receive fill, but before fill is placed.
- d. Over-Excavation
 - i. After area has been excavated but before fill is placed.
- e. Excavation
 - i. After the excavation is started but before the vertical depth of the excavation exceeds ten (10) feet.
- f. Fill
 - i. After the fill has started but before the vertical height of the fill exceeds two (2) feet.

2. Concrete or Gunite Drainage Devices

- a. Alley gutter and/or concrete device draining asphalt
 - i. Subgrade (prior to the placement of concrete). Subgrade is to be prepared and the forms are to be in place with the required reinforcement. The design engineer or architect shall provide written approval of line and grade.
 - ii. Concrete shall be earth tone in color for V-Ditches.
 - iii. Concrete placement
 1. Inspection to be made prior to the placement of concrete.
- b. Curb and Gutter (private property and non-dedicated streets)
 - i. Subgrade (prior to the placement of concrete). Subgrade is to be made and forms are to be in place with the required reinforcement. The design engineer or architect shall provide written approval of line and grade.
 - ii. Concrete placement
 1. Inspection(s) to be made prior to the placement of concrete.
- c. Terrace Drains, Down Drains, Brow Ditches, and all other Paved Drainage Devices
 - i. Subgrade (prior to the placement of welded wire mesh or reinforcing steel). The design engineer or architect shall provide written approval of line and grade.
 - ii. Thickness control wire and reinforcing steel or welded wire mesh to be installed prior to placement of gunite or concrete.
 - iii. Concrete or gunite placement. Inspection(s) to be made prior to placement of concrete.
 - iv. Concrete or gunite is to be earth tone in color.

3. Drainage Device other than Concrete or Gunitite

a. Sub-drains

- i. After excavation but prior to placement of filter materials and pipe. Sub-drain pipe and filter material shall be on-site for inspection.
- ii. After filter material and sub-drain has been placed but prior to covering with fill.

b. Earth Swales

- i. Prior to rough release
- ii. Prior to final approval

4. Rough Grading

- a. When all rough grading has been completed this inspection may be called for at the completion of rough grading without the necessity of the Building Official having previously reviewed and approved the required reports. Under normal circumstances, all sub-drains and slope drains shall be in place and approved as a condition for rough grading release.

5. Grading Final

- a. When all work, including installation of all drainage structures and other protective devices has been completed and all written professional approvals and the required reports have been submitted. Required reports from the Soils Engineer shall include, but not be limited to, Interior and Exterior Utility Trench Backfill Compaction and Retaining Wall Backfill Compaction. An as-built plan will be required if, in the opinion of the Building Official, the finished site significantly deviates from the approved grading plan.

6. Siltation Control Facilities

- a. Prior to the start of any work on desilting basins and erosion control facilities, the Grading Inspector and the Departmental Erosion Control Engineer shall be called to review the placement of said facilities.
- b. During installation, inspections are to be called before any concrete is poured and after structure is complete.
 - i. After excavation but prior to fill placement. Pre-fabricated devices to be available on site for inspection.
 - ii. After fill placement but prior to placement of concrete or other non-erosive materials.
 - iii. After completion in accordance with the requirements of the Grading Inspector.

GRADING INSPECTION CERTIFICATE

JOB ADDRESS OR TRACT NUMBER _____

LOCALITY _____

OWNER _____

PERMIT NUMBER _____ **DATE** _____

--- ROUGH GRADING CERTIFICATION ---

1. BY SOILS ENGINEER

I certify that the rough grading work incorporates all recommendations contained in the report or reports for which I am responsible and all recommendations that I have made based on field inspection of the work and testing during grading. I further certify that where the reports of an Engineering Geologist, relative to this site, have recommended the installation of buttress fills or other similar stabilization measures, such earthwork construction has been completed in accordance with the approved design.

LOT NUMBERS _____

See reports dated _____ for test data, recommended allowable soil bearing values and other special recommendations.

REMARKS _____

SOILS ENGINEER SIGNATURE _____

REGISTRATION NUMBER _____ **DATE** _____

2. BY ENGINEERING GEOLOGIST

I certify that the rough grading work incorporates all of the recommendations contained in the report or reports for which I am responsible and all recommendations that I have made based on field inspection of the work during grading.

LOT NUMBERS _____

See reports dated _____ for test data, recommended allowable soil bearing values and other special recommendations.

REMARKS _____

ENGINEERING GEOLOGIST SIGNATURE _____

REGISTRATION NUMBER _____ **DATE** _____

3. BY CIVIL ENGINEER

I certify to the satisfactory completion of rough grading including grading to approximate final elevations; property lines located and staked; cut and fill slopes correctly graded and located in accordance with the approved design; swales and terraces graded ready for paving; berms installed; and required drainage slopes provided on the building pads. I further certify that where report or reports of an Engineering Geologist and/or Soils Engineer have been prepared relative to this site, the recommendations contained in such reports have been incorporated in the design.

LOT NUMBERS _____

See reports dated _____ for test data, recommended allowable soil bearing values and other special recommendations.

REMARKS _____

CIVI ENGINEER SIGNATURE _____

REGISTRATION NUMBER _____ DATE _____

--- GRADING CONTRACTOR CERTIFICATION ---

JOB ADDRESS OR TRACT NUMBER _____

LOCALITY _____

OWNER _____

PERMIT NUMBER _____ DATE _____

1. BY GRADING CONTRACTOR

I certify that the grading was done in accordance with the plans and specifications, the grading ordinance, and the recommendations of the Civil Engineer, Soils Engineer, and Engineering Geologist. It is understood that this certification includes only those aspects of the work that can be determined by me, as a competent grading contractor, without special equipment or professional skills.

GRADING CONTRACTOR SIGNATURE _____

LICENSE NUMBER _____ DATE _____

SAMPLE LETTER FOR CIVIL ENGINEERS FOR GRADING CERTIFICATION

Date _____

City of San Juan Capistrano
Building Department
32400 Paseo Adelanto
San Juan Capistrano, CA 92675

Attention: City Grading Inspector

Subject: CIVIL ENGINEERS'S VERIFICATION OF PRECISE GRADING

Project: Tract _____ Lot(s) _____

Street Address(es) _____

I hereby approve the precise grading for the referenced project in accordance with my responsibilities as the Engineer of Record. The precise grading has been completed substantially in conformance with the approved grading plan which includes; line and grade for all engineered drainage devices, staking of property corners for proper building location, location and inclination of all slopes, and the construction of earthen berms and positive building pad drainage.

Sincerely,

Company Name

Engineer's Name

Engineer's Title

Engineer's R.C.E. Number and Date of Expiration