



**CITY OF SEBASTOPOL**

**Engineering Division**

714 Johnson Street

Sebastopol, CA 95472

Phone (707) 823-2151

Fax (707) 823-4721

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## GRADING PERMIT APPLICATION AND INFORMATION

### **Application**

Required materials for a complete Grading Permit Application

- ❖ Completed, signed Grading Permit Application Form
- A Grading and Drainage Plan prepared by an appropriate licensed professional.
  - Provide (3) three sets of plans, folded to 8 ½" x 11"
  - Provide (3) three sets of all supporting documentation (calculations, etc.)
  - All submittals to be accompanied by a letter of transmittal.
- ❖ Fees and Deposits\*
  - Grading Permit Application Fee
  - Plan Check Deposit
  - Inspection Deposit
- ❖ City Business License (*application form available on request*)
- ❖ Evidence of Workers Compensation Coverage (*contractor performing work*)

\* Staff and Consultant charges to process your application are charged against this deposit. Any excess remaining at completion of all work is refundable. Excess charges will be billed to applicant and must be paid prior to final signature approval of the permit, or occupancy of any new structure.

### **Process**

- ❖ Your application will be forwarded to the City Engineer for Review. (*Allow up to 2 weeks for initial review.*)
- ❖ No work may be performed prior to signature approval of your City permit. The City also requires 24 hours minimum advance notice in advance of work.
- ❖ The Grading permit must be approved and any required drainage facilities or erosion control in place for any work to be performed between October 15 and April 15.

**PROPERTY OWNER AND PROJECT INFORMATION**

Job Address \_\_\_\_\_  
 APN \_\_\_\_\_  
 Owner Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City, State, ZIP \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_

**DESCRIPTION OF PROJECT**

Grading  Sitemwork  
 Other \_\_\_\_\_  
 Subdivision Name \_\_\_\_\_

**CONTRACTOR**

I hereby affirm under penalty of perjury that I am licensed under provisions of Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code, and my license is in full force and effect.

License # \_\_\_\_\_ Class \_\_\_\_\_  
 Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_  
 Daytime Phone \_\_\_\_\_  
 Name \_\_\_\_\_ **ENGINEER**  
 Address \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_

**CONSTRUCTION LENDING AGENCY**

I hereby affirm under penalty of perjury that there is a construction lending agency for the performance of the work for which this permit is issued (Sec. 3097, Civ. C.).

Lender's Name \_\_\_\_\_  
 Lender's Address \_\_\_\_\_

APPLICANT/OWNER  CONTRACTOR  CITY ENGINEER  PUBLIC WORKS INSPECTOR  BUILDING OFFICIAL  ADMIN SVCS  FILE

Revised 06/01/16

**GRADING / SITEMWORK PERMIT**



**CITY OF SEBASTOPOL  
 ENGINEERING DIVISION**  
 714 Johnson Street  
 Sebastopol, CA 95472  
 Phone: (707) 823-2151  
 Fax: (707) 823-4721  
 E-mail: rramirez@cityofsebastopol.org

**FOR OFFICE USE ONLY**

PERMIT NUMBER \_\_\_\_\_ DATE ISSUED \_\_\_\_\_  
 TOTAL YARDAGE \_\_\_\_\_ PERMIT FEE: \$ \_\_\_\_\_  
 DEPOSIT ACCOUNT # 070-\_\_\_\_\_ ENGR. FILE # \_\_\_\_\_  
 APPROVED: \_\_\_\_\_

**DEPOSITS AND FEES RECEIVED**

Engr Plan Check Deposit (6870) \$ \_\_\_\_\_ Date \_\_\_\_\_  
 Bal. Due-Plan Approval (6870) \$ \_\_\_\_\_ Date \_\_\_\_\_  
 Grading Permit Fee (000-4432) \$ \_\_\_\_\_ Date \_\_\_\_\_  
 Pub. Works Insp. Deposit (6875) \$ \_\_\_\_\_ Date \_\_\_\_\_  
 Bal. Due-Final Inspection (6875) \$ \_\_\_\_\_ Date \_\_\_\_\_

**SPECIAL APPROVALS**

Required  Received  Not Required  
 Health Dept  Water Agency  Other \_\_\_\_\_

**WARNING**

If Final Inspection and approvals are not obtained, the grading permit will expire by limitation and the owner may be subject to enforcement action including additional permit fees, citation and/or a nuisance abatement hearing before the City Council.

**WORKERS COMPENSATION DECLARATION**

I hereby affirm under penalty of perjury one of the following declarations:

I have and will maintain a certificate of consent to self-insure for workers' compensation, as provided for by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued.

I have and will maintain workers' compensation insurance, as required by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued. My workers' compensation insurance carrier and policy number are:  
Carrier \_\_\_\_\_  
Policy Number \_\_\_\_\_

(The following section need not be completed if the permit is for one hundred dollars (\$100) or less):

I certify that in the performance of the work for which this permit is issued, I shall not employ any person in any manner so as to become subject to the workers' compensation laws of California, and agree that if I should become subject to the workers' compensation provisions of Section 3700 of the Labor Code, I shall forthwith comply with those provisions.

Date \_\_\_\_\_ Applicant \_\_\_\_\_

WARNING: FAILURE TO SECURE WORKERS' COMPENSATION COVERAGE IS UNLAWFUL, AND SHALL SUBJECT AN EMPLOYER TO CRIMINAL PENALTIES AND CIVIL FINES UP TO ONE HUNDRED THOUSAND DOLLARS (\$100,000), IN ADDITION TO THE COST OF COMPENSATION, DAMAGES AS PROVIDED FOR IN SECTION 3706 OF THE LABOR CODE, INTEREST, AND ATTORNEYS' FEES.

I certify that I have read this application and state that the above information is correct. I agree to comply with all city and county ordinances and state laws relating to excavation, grading and drainage improvements and hereby authorize representatives of this city to enter upon the above-mentioned property for inspection purposes. I (We) agree to save, indemnify and keep harmless the City of Sebastopol against liabilities, judgements, costs and expenses which may in any way accrue against said city in consequence of the granting of this permit. I hereby agree to complete all improvements required under this permit prior to occupancy, including but not limited to: building improvements, landscaping, parking, grading, and site encroachment work and Planning Department conditions.

**OWNER / BUILDER DECLARATION**

I hereby affirm under penalty of perjury that I am exempt from the contractors License Law for the following reason (Sec. 7031.5, Business and Professions Code: Any city or county which requires a permit to construct, alter, improve, demolish, or repair any structure, prior to its issuance, also requires the applicant for such permit to file a signed statement that he or she is licensed pursuant to the provisions of the Contractors License Law (Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code) or that he or she is exempt therefrom and the basis for the alleged exemption. Any violation of Section 7031.5 by any applicant for a permit subjects the applicant to a civil penalty of not more than five hundred dollars (\$500).):

I as owner of the property, or my employees with wages as their sole compensation, will do the work, and the structure is not intended or offered for sale (Sec. 7044, Business and Professions Code: The Contractors License Law does not apply to an owner of property who builds or improves thereon, and who does such work himself or herself or through his or her own employees, provided that such improvements are not intended or offered for sale. If, however, the building or improvement is sold within one year of completion, the owner-builder will have the burden of proving that he or she did not build or improve for the purpose of sale.)

I, as owner of the property, am exclusively contracting with licensed contractors to construct the project (Sec. 7044, Business and Professions Code: The Contractors License Law does not apply

or improves thereon, and who contracts for such projects with a contractor(s) licensed pursuant to the Contractors License Law.)

I am exempt under Sec. \_\_\_\_\_ B.&P.C. for this reason

Date \_\_\_\_\_ Owner \_\_\_\_\_

**APPLICANT**

I certify that I have read this application and state that the above information is correct. I agree to comply with all city and county ordinances and state laws relating to excavation, grading and drainage improvements and hereby authorize representatives of this city to enter upon the above-mentioned property for inspection purposes. I (We) agree to save, indemnify and keep harmless the City of Sebastopol against liabilities, judgements, costs and expenses which may in any way accrue against said city in consequence of the granting of this permit. I hereby agree to complete all improvements required under this permit prior to occupancy, including but not limited to: building improvements, landscaping, parking, grading, and site encroachment work and Planning Department conditions.

SIGNATURE OF APPLICANT \_\_\_\_\_

DATE \_\_\_\_\_

**INSPECTION NOTES**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Final Inspection Approved By \_\_\_\_\_

Date \_\_\_\_\_

PERMIT NO. \_\_\_\_\_