

CITY OF TRACY

Community and Economic Development
Building Safety Division
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Grading Permit Submittal Checklist

This checklist outlines the application documents necessary to constitute a complete submittal for a grading permit. *Plan Check fees are required to be paid prior to the commencement of review.*

Application

The following items are required at the time of initial [application for a grading permit](#). Should any of the following items not be provided, the grading permit application will not be accepted for processing.

- Application
- Plans (grading, drainage, erosion & sediment control)
 - Existing Grade (contour intervals of sufficient clarity to indicate the nature and extent of the work)
 - Existing Grade of adjoining properties extending 50' beyond boundary.
 - Finished Grade
 - Proposed Pad Grades
- Geotech Report
 - The nature and distribution of existing soils
 - Conclusions and recommendations for grading procedures
 - Soil design criteria for any structures or embankments required to accomplish the proposed grading.
 - Where necessary, slope stability studies, and recommendations and conclusions regarding site geology.
 - Exception: The requirement for a Geotechnical Report may be waived by the Building Official if they determine that the nature of the work applied for is such that a report is not necessary.
- Liquefaction Study
 - For sites with mapped maximum considered earthquake spectral response accelerations at short periods (Ss) greater than 0.5g as determined by Section 1613, a study of the liquefaction potential of the



site shall be provided and the recommendations incorporated in the plans.

- Exception: A liquefaction study is not required where the building official determines from established local data that the liquefaction potential is low.
- Title Report
- Erosion Control Plan
- Storm Water Pollution Prevention Plan (SWPPP): for projects greater than 1 acre or Letter of Intent.
- Drainage Study (this should demonstrate the project stormwater discharge is in conformance with the City’s Storm Drain Master Plan, and project’s entitlements. If the project requires Hydrologic calculations and storm drainage calculations for determining the size of the temporary on-site retention/detention basin and storm drain lines be sure to submit those as well.
- For projects greater than 2,500 sf: Project Stormwater Plan that shows the project is in conformance with the City’s [Multi-Agency Post-Construction Stormwater Standards Manual](#).

Plan Review Timelines

Plan checks will be completed within the following timeframes:

- 1st Review: 25 business days
- Subsequent Reviews: 15 Business days
- Plan reviews beyond the 3rd submittal are subject to additional review fees.

Prior to Permit Issuance

Once the plan review process is complete and the City Engineer has signed the grading plans, the following items will be required for permit issuance:

- If applicable, Building Permit for retaining walls.
- If applicable, Demolition Permit.
- (1) WDID number from the State Water Board.
- (2) Field Investigation or “Biologist Walk Through” Report related to habitat Mitigation.
- (3) [Air Impact Assessment \(AIA\) with an Indirect Source Review \(ISR\)](#) from San Joaquin Valley Air Pollution Control District (SJVAPCD).



- (4) [Dust Control Plan](#) approval from Dust Control Plan approval from SJVAPCD for projects that meet the following conditions:
 - **Non-residential** projects which include 5 acres or more of disturbed surface area
 - **Residential** projects which include 10 or more acres of disturbed surface area
 - Projects which involve the **movement of 2,500 cubic yards or more of bulk material** on any three days of the project – consecutive or otherwise – regardless of disturbed surface area.
- (5) Incidental Take Minimization Measures ([ITMMs](#)) from SJCOG
- (6) Certificate of Insurance (naming the City of Tracy as additional insured).
- (7) Copy of the Contractor’s Tracy Business License
- (8) Copy of the Contractor’ License

Separate Submittals

Depending on the project there may be additional permits required such as:

- Retaining Walls
- Demolition

These will need to be submitted separately through the Building Division. You may reach us at plancheck@cityoftracy.org for any questions regarding that process or view our Submittal Requirements on our [webpage](#).