



**PUBLIC WORKS DEPARTMENT
ENGINEERING DIVISION**

411 Main Street, 2nd Floor Phone: (530) 879-6900
P.O. Box 3420 Fax: (530) 895-4899
Chico, CA 95927-3420 www.ci.chico.ca.us

**DEVELOPMENT ENGINEERING INFORMATION
ON THE ISSUANCE OF A GRADING PERMIT**

THIS INFORMATION IS TO BE USED AS A PROCESSING TOOL. *THE INFORMATION LISTED BELOW DOES NOT ENSURE THAT ALL ISSUES PERTINENT TO THE ISSUANCE OF A GRADING PERMIT HAVE BEEN ADDRESSED.*

Grading Permits

Grading permits are authorized and issued solely by the Building Department. For issuance of a Grading Permit please contact the Building Department at (530) 879-6700.

Grading Permit Overview

A “Grading permit” means a permit issued by the Building Official to authorize grading work to be done in compliance with the grading standards, all grading plans and specifications approved by the building official for the work, and all conditions of approval and mitigation measures, if any, imposed on the project for which the grading will be done.

No person shall perform any grading work within the City of Chico without a valid grading permit issued. Grading permits are not required for the following activities:

1. Removal, without permanent disruption of the surface of the ground or creation of a change of grade, of accumulations of dead trees, leaves or similar dead vegetative material.
2. Excavations below finished grade for basements, footings of a building, retaining walls or other structures authorized by a building permit and which will have an unsupported height of less than five feet after the completion of such building, retaining wall or other structure.
3. Excavations for cemetery graves.
4. Excavations for a well or sewage disposal system authorized by a permit issued by the county health officer when acting as the city health officer.
5. Excavations and fills made on developed lots of one acre or less and zoned for single-family residential use, provided that no drainage courses or patterns are obstructed or altered in a manner which would affect adjoining properties, and no rare or endangered plants or animal species exist in or inhabit the area to be excavated or filled.
6. Minor exploratory excavations made under the direction of a registered soils engineer or engineering geologist.
7. Grading performed in connection with a city project that is or was subject to environmental review.
8. Grading performed in a public right-of-way or public utility or public service easement in accordance with an encroachment permit issued pursuant to this code, provided that the right-of-way is not located within a special flood hazard area as defined in the floodplain regulations adopted in this title.
9. Grading performed in compliance with subdivision improvement plans approved pursuant to this code.
10. Grading performed during routine maintenance of existing public roads, parks, levees, or manmade flood control channels.



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Steps to obtain a Grading Permit

The Building Official shall review each grading permit application and any grading plans and specifications, soils engineering report, engineering geology report or other data and information required to be submitted therewith and shall approve and issue a permit to the applicant authorizing the grading work described in the permit.

To obtain a grading permit the following items must be capable of being determined and submitted by/to the Building Department:

I. The Building Official shall be able to determine that:

1. The application and any grading plans and specifications, soils engineering report, engineering geology report or other data and information required to be submitted therewith comply with the Chico Municipal Code and the grading standards adopted by Chapter 16.26.
2. Any required environmental review is complete and any mitigation measures resulting from it are included in the permit.
3. All required permit and grading plan check fees have been paid.
4. All other requirements of the code and other applicable laws or regulations have been met.

II. An applicant for a Grading Permit shall submit the following to the Building Department:

1. 3 sets of Civil Improvement Plans that have been prepared and stamped by a registered Civil Engineer.
2. An Engineers Estimate.
3. A Grading Plan.
4. The cut and fill estimates.
5. A SWPP and Disturbance Plan.

For any questions related to Grading Permits please contact the Building Department at (530) 879-6700.