



*COMMUNITY DEVELOPMENT DEPARTMENT*

*Office of Code Administration*

*129 North Second Street, 2<sup>nd</sup> Floor Yakima, Washington 98901*

*(509) 575-6126 Fax (509) 576-6576*

*codes@yakimawa.gov www.buildingyakima.com*

# **GRADING PERMIT APPLICATION PACKET**

### **Grading Permits:**

Grading Permits are required whenever cuts, fills or soil redistribution are proposed. Cuts are the removal of any earth materials by artificial means. Fills are the depositing of earth material by artificial means. Redistribution is the movement of earth material within property boundaries by artificial means. Grading work must comply with Appendix J of the International Building Code, 2018 Edition.

The purpose of a Grading Permit is to review the grading proposal **prior to any soil movement** to ensure that the work: 1) Complies with applicable Building Code requirements; 2) Meets engineered design standards; 3) Meets environmental requirements; 4) Does not negatively impact structures on the property or adjacent properties.

### **Other Potential Requirements:**

- Please contact City Planning at 509-575-6183 or [ask.planning@yakimawa.gov](mailto:ask.planning@yakimawa.gov) to confirm what/if any land use review/approval is required for your project. SEPA and/or Critical Area review/approval may be required prior to the issuance of your grading permit.
- If a project/development involves the clearing/grading of 1 acre or more, it will require a “Large Project–Stormwater Permit” (download here: <https://www.yakimawa.gov/services/codes/permits/>) - and an erosion control inspection must be performed prior to the issuance of the Grading Permit to confirm the site is in compliance with the TESC (Temporary Erosion Control & Sediment Control) plans.

### **Submittal Requirements:**

1. A completed Grading Permit Application.
2. Two copies of general vicinity map.
3. Two copies of the site plan that contains information outlined on the City of Yakima General Site Plan Checklist.
4. Two copies of detailed grading work proposal to include:
  - a. Existing contours and proposed contours;
  - b. Existing slopes and proposed slopes;
  - c. Drainage areas and estimated runoff of area served by drains;
  - d. Details of all surface and subsurface drainage devices, walls, cribbing, dams and other protective devices to be constructed with, or affected by, the proposed grading work, including any within adjacent City right-of-way; and
  - e. Geotechnical report prepared by a registered design professional containing the following:
    - 1) The nature and distribution of existing soils;
    - 2) Conclusions and recommendations for grading procedures;
    - 3) Soil design criteria for any structures or embankments required to accomplish the proposed grading;
    - 4) Slope stability studies, recommendations and conclusions regarding site geology;
    - 5) Copy of calculations of maximum cuts/fills; and
    - 6) Description of fill materials to be used and/or destination of materials to be removed.
5. Two copies of the Erosion Control Plan.



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**Code Administration Division**  
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# Grading Permit Application

**Permit #** \_\_\_\_\_

Site Address: \_\_\_\_\_ Parcel #: \_\_\_\_\_

Primary Contact Name: \_\_\_\_\_ Phone#: \_\_\_\_\_ Email \_\_\_\_\_

Will 1 acre or more be cleared or graded?  Yes  No Will temporary construction trailers be utilized?  Yes  No

Is Property within the flood area?  Yes  No

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## Description of Work

\_\_\_\_\_  
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## Contact Information

Applicant Name: \_\_\_\_\_ Applicant Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_

Contractor Name: \_\_\_\_\_ Contractor Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_ Contractor License #: \_\_\_\_\_

Property Owner Name: \_\_\_\_\_ Owner Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_

I hereby certify under penalty of perjury of the Laws of the State of Washington that I have read and examined this **application** and know that the information contained herein is true and correct. I certify that I am the owner of the subject property, or, **that I** have been given express permission by the owner of the subject property to submit this application for permit. I understand that the granting of a permit does not authorize me in any way to violate or cancel any of the provisions of state, federal or **local laws** regulating the work or performance of work sought under this permit.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Date**