



HOW TO PROCESS  
**GUIDE FOR GRADING PERMIT CLOSEOUT**  
COUNTY OF VENTURA PUBLIC WORKS AGENCY  
800 South Victoria Avenue, Ventura, CA 93009

This Informational Bulletin provides guidelines to assist permittees in completing and achieving final close out of a Grading Permit.

### 1. Resolve Grading Permit Account (Deposit)

To close out a grading permit, the account balance must be resolved. Grading inspection deposits are typically paid at permit issuance and are intended to cover inspections and any grading construction administration for the duration the grading permit is open. The account may have an outstanding balance due, the permittee is required to pay the balance or there may be remaining funds in the account that will be refunded to the permittee upon grading permit closure.

### 2. Ensure Required Field Work is complete

Project grading completed per plan and verified by Project Civil Engineer including:

- o All Slopes sufficiently planted
- o All drainage devices necessary for drainage installed, clean and clear of obstructions or sediment
- o Achieve Final Stabilization. Ensure disturbed areas have effectively 70 percent coverage of the "natural" vegetative cover or approved equal
- o Ensure all Post Construction BMP's are installed and operating as intended
- o Ensure all outlets of subsurface drains are installed.
- o Ensure all permanent erosion control measures have been completed.
- o All temporary grading related BMP's are removed from the site
- o All Damage to public and private property has been repaired.

### 3. Submit "As-built" grading Documents

The following documents help ensure the grading meets the approved grading plans for proper site design.

As-built Drawings (see DSIB-05) must include the following:

- o Full Size Construction Drawings (same as issued for drawings however these will require "As-Built" or "Record Drawing" label)
- o All change orders need to be documented in the lower left box on the grading sheet with changes
- o Civil Engineer must sign Rough and Final Grade Certification on cover sheet
- o Soils Engineer completed Rough Grade Certification on cover sheet
- o Engineering Geologist must complete Rough Grade Certification on cover sheet.
- o Contractor or Owner must sign Contactor Certification on cover sheet.

Geotechnical Report on any earthwork done since Rough Grade Clearance.

Report must include:

- o Included locations and elevations of field density tests
- o Summaries of field and laboratory tests
- o Other substantiating data
- o Comments on any changes made during grading and their effect on the recommendations made in the approved geotechnical report
- o A final description of the geology of the site and any new information if any
- o Shall Contain a finding regarding the safety of the completed grading and any proposed structures against geotechnical hazards
- o Shall contain a final "As-Built" geologic map and cross-sections depicting all the information collected prior to and during grading.

### 4. Required Final Inspection (VCBC §J106.7)

A final inspection is required and can only be scheduled once steps 1, 2 and 3 have been completed and submitted to the County Grading Inspector.

Once steps 1- 4 are completed, a "Notification of Completion" is issued to the Permittee and the project is considered to be successfully closed out.