



Land Use Services Department
Building and Safety Division
Land Development

Grading Plan Review Comment Check List

Application #: GRAD - Click or tap here to enter text.

Site Address: Click or tap here to enter text.

APN: Click or tap here to enter text.

Applicant/Contact: Click or tap here to enter text.

Applicant Phone: Click or tap here to enter text.

Applicant Email: Click or tap here to enter text.

Plan Check Engineer: Click or tap here to enter text.

Plan Check Engineer Phone: Click or tap here to enter text.

Plan Check Engineer Email: Click or tap here to enter text.

☒ **1st Review:** Click for date. ☐ **2nd Review:** Click for date. ☐ **3rd Review:** Click for date.

The project plans/documents have been reviewed for compliance with the following codes and standards: 2022 CBC Appendix J with amendment & San Bernardino County Code of Ordinances, unless stated otherwise. The applicant is solely responsible for the compliance of all other applicable Federal and State codes.

Your application for a grading permit, together with plans and specifications, has been examined and you are advised that the issuance of a permit is withheld for the reasons hereinafter set forth. The approval of plans and specifications does not permit the violation of any section of the building code, or other County of San Bernardino ordinances or laws.

STANDARD

- Please group all related sheets into a **single** file (i.e. Plans Package, Calcs Package) for resubmittal. Noncompliance **may** result in delays in the plan review process.
- Provide a written response indicating how each comment was resolved on the plans. Be as specific as possible especially if the revisions are not clouded. Failure to submit a detailed response letter will delay the review of your project.
- Grading Plan Reviews shall expire **180 days** from the date of filing.
- Comply with all comments on the marked plans and plan review comment check list as listed below. Additional comments and clarifications may apply following review of the revised plans, calculations, and related documents.
- Final drawings approved for permit issuance, shall be signed by appropriate California licensed design professional(s). Electronic signatures are acceptable.

- The plan checker is available by phone or email at the phone number and email listed above.
Please contact the plan check engineer if you have any questions.

References:

- SBC Grading Notes, SBC Erosion Control Notes, SBC Erosion and Sediment Control Certification are available at:
<https://lus.sbcounty.gov/land-development-home/grading-and-erosion-control/>
- All County Std Plans are available at:
<https://dpw.sbcounty.gov/wp-content/uploads/sites/87/2024/04/1-County-Standard-Drawing.pdf?x39624>
- SBC Detention Basin Design Criteria is available at:
<https://www.sbcounty.gov/Uploads/lus/PW/DETENTIONBASINDESIGN.pdf>
- Stormwater Facility Mapping Tool is available at:
<https://sbcountypdw.maps.arcgis.com/apps/webappviewer/index.html?id=302f46bbc77143519782936a535d0cfc>
- Public San Bernardino County Map Viewer is available at:
<https://sbcounty.maps.arcgis.com/apps/MapSeries/index.html?appid=f5a50c44766b4c36a3ae014497aa430d>
- FEMA SFHA Maps are available at:
<https://msc.fema.gov/portal/home>
- DWR Best Available Map for floodplains is available at:
<https://gis.bam.water.ca.gov/bam>

C = Item Completed	N/A = Not Applicable
R = Item Required (Not submitted)	I = Item Incomplete (Submitted but Incorrect/incomplete)

A. GENERAL (Title Sheet):

No.	Description	REVIEW #			
		1	2	3	4
1	Provide plan preparer information: name, address, phone no., and professional registration number				
2	Provide owner's name, address and phone no.				
3	Provide Soils Engineer's name, address and phone no. → N/A for SFR project on existing grade <= 20% slope AND not in an earthquake, landslide, or liquefaction zones.				
4	Provide Engineering Geologist's name, address, and phone no. (if a Geological Report is required by County Geologist)				
5	Show GRAD number and project address				
6	Provide legal description and APN				
7	Provide a vicinity map				
8	Provide north arrow and proper scale with bar scale (Engineer scale – 10, 20, etc.)				
9	Provide legend				

10	Show benchmark (Use County benchmark if the project is within FEMA Flood Hazard Zone)				
11	Show property lines (including bearings and distances)				
12	Show San Bernardino County grading notes				
13	Provide Off-site Grading Acceptance Letter for grading on adjacent property [signature(s) must be notarized]				
14	Show cut, fill and over-excavation volumes				
15	Grading Plans to be signed by Soils / Geologist Engineers (on final plans) with note that plans have been reviewed and conforms to recommendations of soils engineer/geologic report. (CBC J104.3) where applicable				
16	Hillside Grading Review by Planning required for existing slope >15% AND meeting one the four additional criteria SBC 83.08.020.b				
17	Provide WDID# if disturbed area is 1 acre or more (SBC 85.11.030.c)				

B. EXISTING CONDITIONS

No.	Description	REVIEW #			
		1	2	3	4
1	Provide source of existing topography (by a PLS or RCE)				
2	Show existing contours with elevations (in parentheses) at least 15 feet beyond property lines (100 feet for subdivision). Max. 2-foot interval unless approved with higher interval. (SBC 87.06.040.a)				
3	Show existing Private and Public Easement(s), Public Right-of-ways and/or Patent Reservation(s)				
4	Show natural drainage course and/or Blueline Stream (SBC 83.08.030.b.1)				
5	Provide and comply with Composite Development Plan notes (From Previously Approved Maps)				
6	Show location & type of any existing private sewage disposal system (For reference only)				

C. PROPOSED CONDITIONS

No.	Description	REVIEW #			
		1	2	3	4
1	Show finished grade contours (Solid Lines) 1-foot contour for slope <10%. 5-foot contour for slope ≥ 10%				
2	Show spot elevations, pad elevations, finished floor elevations and flowlines				
3	Show grade breaks, high points and low points elevations				

4	Show grading limits – Must be within subject property or See Item A.13				
5	Show over-excavation limits				
6	Show section across property line and proposed structure				
7	Show proposed road dedications				
8	Show proposed easement				
9	Incorporate recommendations of Soils Report in plans (if a Soils report is required) (CBC J104.3)				
10	Incorporate recommendations of Geology Report in plans (if a Geology report is required)				
11	Show existing Joshua Tree is in compliance with IB-0016				
12	Show existing protected Native Tree or Plant is in compliance with Plant Protection and Management (SBC 88.01)				
13	Show erosion control for Cut/Fill slopes (CBC J110)				
14	Label tops and toes of slopes				
15	Show transition lines (Cut and Fill Line)				
16	Label “Cut” and “Fill” slopes				
17	Show section of Cut/Fill slopes				
18	Show rounding of cut slopes				
19	Show fill slope toeing onto 2:1 natural or flatter slope				
20	Show maximum cut slope up to 2:1 except as in Section J106 of CBC (CBC J106.1)				
21	Show maximum fill Slope up to 2:1 unless justified by Geotechnical Report (CBC J107.6)				
22	Show benching (CBC J107.3)				
23	Show key for benches (CBC J107.3)				
24	Provide slope setbacks from property lines (CBC Fig. J108.1)				
25	Show retaining walls elevations: Top of wall, top and bottom of footing, etc.				
26	Show location & type of any private sewage disposal system (For reference only)				

D. DRIVEWAY APPROACHES AND DRIVEWAY SLOPES (SBC 83.09.030-050)

No.	Description	REVIEW #			
		1	2	3	4
1	Provide legal and physical access to public right-of-way				
2	Show location of driveway approach per Planning approved site plan or tentative map				
3	Show driveway approach type per County Std Plans: 128, 128A, 128B, 128C, 129, 129A, 129B, 129C or 129D				

4	Show driveway approaches spacings per County Std Plan 130				
5	Comply with driveway grade per County Std Plan 131				
6	Provide Fire Dept. approval for driveway grades >12%.				

E. DRAINAGE

No.	Description	REVIEW #			
		1	2	3	4
1	Final Drainage Study, if available, to match with proposed grading plan. If none, a hydrology and hydraulic report may be required				
2	Show location of down spouts, roof drains, outlets, etc.				
3	Show size and slope of pipes				
4	Show retaining walls sub-drains and outlets				
5	Show concentrate drainage discharge into an approved location (CBC J109.4)				
6	Provide drainage swale: Min. 2% within 10 feet of structure (CBC 1804.4)				
7	Show drainage slope away from structure: Min. 2% for impervious surface and 5% for pervious surface (CBC 1804.4)				
8	Show that there is no increase in discharge to adjacent properties. Excess or concentrated flow contained on site or directed to an approved drainage facility with proper erosion control at discharge point (CBC J109.4)				
9	Provide sub-drains for Canyon fills				
10	Provide terraces (CBC J109.2)				
11	Provide interceptor drains (CBC J109.3)				
12	Provide drainage dispersal walls				
13	Provide outlet structures / ripraps (with calculations for sizing)				
14	Provide down drains (CBC J102)				
15	Provide Detention Basin per SBC Detention Basin Design Criteria				

F. FLOOD ZONE

No.	Description	REVIEW #			
		1	2	3	4
1	Show on Title Sheet if project is within FEMA SFHA Zone: A, AE, AO, X(Shaded), X(Unshaded), D or state not in FEMA SFHA Zone (CBC J102.2)				

2	Provide FEMA Elevation Certificate for Zone A, AE and AO (SBC 82.14.040)				
3	Show flood zone based on DWR Best Available Map (area of awareness for flood zones)				
4	Show minimum pad elevation 6,747' M.S.L. (FCD-WRD) for Big Bear Lake area				
5	Show minimum pad elevation 6,711' M.S.L. (UGS-WRI 26-74) for Balwin Lake area				

G. EROSION CONTROL (SBC 35.0120)

No.	Description	REVIEW #			
		1	2	3	4
1	Show San Bernardino County Erosion Control Notes				
2	Provide protection of existing vegetation				
3	Provide soil stockpiling location				
4	Provide protection of construction materials from run-on and run-off				
5	Provide designated waste disposal area				
6	Provide perimeter control				
7	Provide protection for drainage inlets				
8	Provide washout location for concrete				
9	Show location of stabilized construction entrance/exit				
10	Comply with Dust Control Regulation for desert areas (SBC 88.02.040)				
11	Provide a completed Erosion and Sediment Control Certification Form				

H. OTHER APPROVALS (CONCURRENT OR APPROVED PRIOR TO APPROVAL OF GRADING PLAN)

No.	Description	REVIEW #			
		1	2	3	4
1	Approved Discretionary Planning Projects				
2	Final Drainage Study				
3	Final PCMP or WQMP				
4	Retaining Wall Permit (ret. wall not attached to proposed bldg.)				
5	Conditional Grading Compliance (SBC Code 83.04)				
6	Encroachment/Construction Permit from Public Works Department (including driveway approach within County Maintained Roads – 1 st residential driveway apron for the site is exempted from encroachment permit)				

7	Fire Dept approval for driveway grades over 12% and design layout				
8	Lack of Confirmed Legal Access Hold Harmless Letter (SBC Code 84.21.030.j.1.C)				
9	Lake and Streambed Alteration Agreement from Dept. of Fish & Wildlife				
10	Mining Approval				

Additional Comments:

Click or tap here to enter text.