



**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:** 2025 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:**

1. 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/>
2. All County Std Plans are available at: <https://dpw.sbcounty.gov/wp-content/uploads/sites/87/2024/04/1-County-Standard-Drawing.pdf?x39624>
3. SBC Detention Basin Design Criteria is available at: <https://www.sbcounty.gov/Uploads/lus/PW/DETENTIONBASINDESIGN.pdf>

4. Stormwater Facility Mapping Tool is available at:  
<https://sbcountypdw.maps.arcgis.com/apps/webappviewer/index.html?id=302f46bbc77143519782936a535d0cfc>
5. Public San Bernardino County Map Viewer is available at:  
<https://sbcounty.maps.arcgis.com/apps/MapSeries/index.html?appid=f5a50c44766b4c36a3ae014497aa430d>
6. FEMA SFHA Maps are available at: <https://msc.fema.gov/portal/home>
7. DWR Best Available Map for floodplains is available at: <https://gis.bam.water.ca.gov/bam>
8. Western Joshua Tree Quick Reference Guide is available at:  
[https://lus.sbcounty.gov/wp-content/uploads/sites/48/WJT\\_Quick-Reference-Guide\\_REV-2-25-2026.pdf](https://lus.sbcounty.gov/wp-content/uploads/sites/48/WJT_Quick-Reference-Guide_REV-2-25-2026.pdf)
9. Hillside Grading Standards are available at:  
[https://codelibrary.amlegal.com/codes/sanbernardino/latest/sanberncty\\_ca/0-0-0-169864#JD\\_Chapter83.08](https://codelibrary.amlegal.com/codes/sanbernardino/latest/sanberncty_ca/0-0-0-169864#JD_Chapter83.08)

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

**A. SBC CHAPTER 83.08.020 HILLSIDE GRADING DETERMINATION**

No.	Description	REVIEW #			
		1	2	3	4
1	Check for natural slope gradient of 15 percent or greater over the area being graded – Use methodology in SBC 83.08.040(b)				
A	If slope for Item #1 is > 15%, SBC 83.08.040 Hillside Grading Standards apply ( <b>SEE SECTION J BELOW</b> )				
B	If slope for Item #1 is >15% AND one of the following applies, SBC 83.08.030 Hillside Grading Review also applies ( <b>also SEE SECTION K BELOW</b> )				
i	Volume > 500 cubic yards per lot or > 2,000 cubic yards for the total project.				
ii	Retaining walls or the proposed cut or fill slopes greater than 15 feet visible and exposed to public view or adjacent to designated open space or public lands.				
iii	Width of cut or fill slopes is greater than 75 feet in the Valley and Mountain Regions and 150 feet in the Desert Region as measured at the widest point of the slope.				
iv	Area of disturbance > 50% of the site area, or disturbed area > 10,000 square feet, whichever is less.				

**B. 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				

No.	Description	REVIEW #			
		1	2	3	4
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 ( <b>on final plans</b> ) with note that plans have been reviewed and conforms to recommendations of soils engineer/geologic report. (CBC J104.3) where applicable				
16	Provide WDID# if disturbed area is 1 acre or more (SBC 85.11.030.c)				

### C. 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)				

### D. 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				

No.	Description	REVIEW #			
		1	2	3	4
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 – CDFW approval required if Western Joshua trees are within 50' or less of any land disturbance – See Reference #8 above				
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 fill slope toeing onto 2:1 natural or flatter slope				
19	Show maximum cut slope up to 2:1 except as in Section J106 of CBC (CBC J106.1)				
20	Show maximum fill Slope up to 2:1 unless justified by Geotechnical Report (CBC J107.6)				
21	Show benching (CBC J107.3)				
22	Show key for benches (CBC J107.3)				
23	Provide slope setbacks from property lines (CBC Fig. J108.1)				
24	Show retaining walls elevations: Top of wall, top and bottom of footing, etc.				
25	Show location & type of any private sewage disposal system (For reference only)				

**E. 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%.				

**F. 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				

**G. 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	Grading to comply with SBC 82.14.050.c for Zone A, AE, AO and X(Shaded) – Finished floor elevated above required height based on BFE or HAG (no BFE)				
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				

**H. 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				

**I. 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	Elevation Certificate #1 for FEMA Flood Hazard Zones for A, AE, AO and X(Shaded)				
7	Encroachment/Construction Permit from Public Works Department (including driveway approach within County Maintained Roads – 1 <sup>st</sup> residential driveway apron for the site is exempted from encroachment permit)				
8	Fire Dept approval for driveway grades over 12% and design layout				
9	Lack of Confirmed Legal Access Hold Harmless Letter (SBC Code 84.21.030.j.1.C)				
10	Lake and Streambed Alteration Agreement from Dept. of Fish & Wildlife				
11	Hazard Management Permit or Incidental Take Permit from CDFW for Western Joshua Trees				
12	Mining Approval				

**J. SBC CHAPTER 83.08.040 HILLSIDE GRADING STANDARDS**

No.	Description	REVIEW #			
		1	2	3	4
1	Natural slope gradient of 15 percent or greater over the area being graded – Use methodology in SBC 83.08.040(b)				
	If slope for Item #1 is 15 percent or greater, SBC 83.08.040 Hillside Grading Standards apply:				
2	Show Slope Category (SBC Table 83-8)				
3	Show cut and fill slopes shall not be greater than 50 percent (2:1). (SBC 83.08.040.c.1.A)				
4	Show manufactured slope bank shall not exceed 30 feet in vertical height (SBC 83.08.040.c.1.D)				
5	Planning approval for manufactured slope bank exceeding 30 feet in vertical height				
6	Show any bank exceeding 25 feet in height, regardless of length, shall have variable gradients. (SBC 83.08.040.c.1.D)				
7	Show grading shall be phased so that prompt revegetation or construction will control erosion. Show revegetation of cut and fill slopes shall occur within three months of grading completion				
8	Show parcel lines shall be placed two feet beyond top of major slope areas within public view corridors				
9	Show debris basins, riprap, and energy dissipating devices. Planning approval required for steel and concrete crossing system over a natural drainage course				
10	Show driveway grades – Max. 20% Parking landings for all driveway >10%				
11	Height of retaining wall adjacent to roadways or within street setbacks and visible from the street is 3' max.				
12	Show an approved location for disposal of runoff waters, (i.e., a drainage channel, public street or alley, or private drainage easement).				
13	Cross lot drainage: Provide drainage easement Naturalized appearance open V-swale gutter If a pipe is used (min. 12 in diameter) Conveyed to either a public street or to a drainage easement				
14	Drainage: Provide an improved, open V-swale gutter that has a naturalized appearance or within a pipe				

**K. SBC CHAPTER 83.08.030 HILLSIDE GRADING REVIEW  
PARTIAL REVIEW OF CHAPTER 83.08.030 BY LAND DEVELOPMENT BELOW  
FULL CHAPTER 83.08.030 REVIEW BY PLANNING IN A SEPARATE REVIEW (CONCURRENT REVIEW)**

No.	Description	REVIEW #			
		1	2	3	4
1	Application for a hillside grading review (SBC 83.08.030.a)				
2	Natural features map (SBC 83.08.030.b.1)				
	Grading Plan (SBC 83.08.040.c.1.A)				
3	Legend with appropriate symbols				
4	Cut and Fill map – Fill (green color) and Cut (red color) Grading (SBC 83.08.030.c.1.D)				
5	Contours Existing – Dashed line with every fifth contour line darker Propose – Solid line and max. 5-foot intervals for slope>20%				
6	Soil erosion, runoff, and water waste are minimized.				
7	Drainage map				
<b>Slope Profiles</b>					
8	Drawn at the same scale and indexed, or keyed, to the grading plan, and project site map.				
9	Topography, structures, and infrastructure Existing – Thin or dashed lines Propose – Solid heavy lines				
10	Extend far enough from the project site boundary, 150 ft min.				
	Location of profiles:				
11	Greatest alteration of existing topography				
12	Most intense or dense development				
13	Most visible from surrounding land uses				
14	At all site boundaries illustrating maximum and minimum conditions				
<b>Slope Design</b>					
15	Protection from erosion: Slope > 5:1, Cut slopes >5' & Fill slopes >3'				
16	Water retention and erosion control: Stabilizing mulch, drought-tolerant plant material and hardscape features				
17	Shrubs shall be used in combination with lateral spreading groundcovers				
18	Trees shall be used where slope exceeds 15 feet vertical height.				
19	Dust Control Plan - Chapter 88.02 (Soil and Water Conservation).				

Additional Comments:

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