



## GRADING PERMITS FOR EXCAVATION AND FILL WORKSHEET

**Appendix E** of the Houston Adopted 2012 International Building Code as Amended specifies permit requirements for grading a lot of any size on private property. Section 1 - Identifies when a separate "Grading Permit" is required. Section 2 - Identifies the type of grading permit required, "Engineered Grading or Regular Grading", when a "Geotechnical Report" is required in the plans, and when a "Storm Availability Letter" is required to be attached to the submittal documents.

**Grading Permits are required for any excavations or fill, or combination thereof, and includes:**

- **Excavation Permits** - Including work proposing the mechanical removal of earth material.
- **Fill Permits** - Including a deposit and/or relocation of earth material placed by artificial means.

**IMPORTANT NOTE: THERE SHALL BE NO FILL WITHIN THE PUBLIC RIGHT-OF-WAY**

### SECTION 1: Are Permits And Plans Required?

**A Grading Excavation permit & plans are required if "Yes" is answered to any question 1 through 4.**

- \_\_\_\_\_ (1) Does the excavation work affect the lateral support or increase the stresses in, or pressure upon any adjacent or contiguous property?
- \_\_\_\_\_ (2) When excavating below finish grade for basements and footings of a building, retaining wall or other structures authorized by a valid building permit, will there be an unsupported excavation height greater than 5 feet after completion of such structure?
- \_\_\_\_\_ (3) Will there be any excavation greater than 5 feet in depth?
- \_\_\_\_\_ (4) Will the excavation create a cut slope 2 feet or more in height but less than 5 feet, with a slope steeper than 1 unit vertical in 1.5 units horizontal? (66.7% slope)

**A Grading Fill permit and plans are required if "Yes" is answered to any question 5 through 10.**

*(50 cubic yards = 1350 sq. ft. @ 1 ft depth)*

- \_\_\_\_\_ (5) Does the fill work affect the lateral support or increase the stresses in, or pressure upon any adjacent, or contiguous property?
- \_\_\_\_\_ (6) Does the scope of work include fill that is 3 feet or more in depth?
- \_\_\_\_\_ (7) Does the scope of work include fill greater than 1 foot but less than 3 feet, with a slope that is equal to or greater than 1 unit vertical in 5 units horizontal? (20% slope)
- \_\_\_\_\_ (8) Does the scope of work include fill that is greater than 50 cubic yards on any one lot?
- \_\_\_\_\_ (9) Does the proposed fill obstruct any natural and/or previously constructed drainage course?
- \_\_\_\_\_ (10) Is proposed fill greater than 1 ft in depth and intended to support a structure, "now or in the future"?

### SECTION 2: What Type Of Permits And Plans Are Required?

**NOTE:** When the building official has cause to believe that geologic factors may be involved, grading will be required to conform to recommended grading, inspection, and testing by a *Professional Engineer*.

**Engineered grading plans are required if "Yes" is answered to question 11. Plans shall be designed, sealed, signed, and dated by a professional engineer. These grading permits shall be designated as "Engineered Grading".**

*(5000 cubic yards = 135,000 sq. ft. @ 1 ft depth)*

- \_\_\_\_\_ (11) Does the grading project exceed 5000 cubic yards?

**Grading plans shall be designated "Regular Grading" if "Yes" is answered on question 12: (no engineer req.)**

- \_\_\_\_\_ (12) Does the grading involve less than 5000 cubic yards?

**A Geotechnical Report is required if "Yes" is answered to any one of questions 13, 14 or 15:**

- \_\_\_\_\_ (13) Will there be any cut slopes steeper than 1 unit vertical in 2 units horizontal (50% slopes)?
- \_\_\_\_\_ (14) Is there any grading that requires an engineered design? (*Reference item 11 above.*)
- \_\_\_\_\_ (15) Does the site include any special geological features and/or considerations for any grading?

**A Storm Availability Letter is required to be included with the submitted documents if "Yes" is answered to questions 16 or 17:**

- \_\_\_\_\_ (16) Does the scope of work to lots exceeding 15,000 sq. ft., include any new impervious cover?
- \_\_\_\_\_ (17) Does the project include connection to the city's public storm sewer system?

ADDRESS \_\_\_\_\_ PROJECT # \_\_\_\_\_ DATE \_\_\_\_\_

PRINT NAME OF APPLICANT \_\_\_\_\_ SIGNATURE \_\_\_\_\_