Grade & Fill Permit Requirements Checklist
(Created 3/2008 / Updated 9/2016)

Grade & Fill Permit requirements are listed as follows:

☐ 1. Submit a Site Plan of the project with topographical information, adjacent building finished floor elevation, as well as existing and proposed elevation for drainage.

☐ 2. Indicate on the application form or plan the approximate amount of fill proposed (in cubic yards).

☐ 3. Submit a signed and notarized letter from the property owner where fill will be placed authorizing the proposed fill placement.

☐ 4. Submit an Erosion Control Plan prior to commencement of work.

☐ 5. Indicate on the application form or plan the proposed start date and time frame of the project.

☐ 6. Temporary pipe installation may be required (note: construction driveway specifications may apply in some situations).

☐ 7. Restoration of the site must be performed at project completion; an as-built survey is required in order to close out the permit.

DJ:Grade-Fill-Permit-Requirements-Checklist