



City of Pomona

GRADING PERMIT

DEVELOPMENT SERVICES | BUILDING & SAFETY DIVISION

Grading plans must be submitted directly to the Building & Safety Division. A permit is required for any grading, excavation, and earthwork construction. Exemptions are stated in the 2025 CBC, Appendix J103.2

The grading plan is intended to address all the development requirements of the City's Code to include all conditions of approval by Planning Commission Resolution.

A typical grading plan must include the following as a minimum:

- All plans must be to scale and fully dimensioned
- Indicate the exact amount (cubic yards) of propose cut, fill, over excavation & imported material
- All on-site drainage and grading improvements
- Street, storm drain, sanitary system improvement plans including all information and details showing compliance to the approved SUSMP Report. Show all water retention systems as recommended by the engineer who prepared both SWPPP & SUSMP reports
- Parking lot lighting, paving, curbing, and striping plan
- Location of any buildings and/or impervious surfaces (driveways, concrete spots, etc.) where work is to be performed, and the location of any building or structure within 15 feet of the proposed grading
- All existing and proposed utilities
- Cross-sections along property line run-ons cannot be blocked
- Additional plan check fees may be collected by other departments reviewing the plans

Grading plans, once approved, become part of the building construction plans, and shall be approved prior to the issuance of the building or public improvement permits.

Applicant shall submit the following items to the Building & Safety Division:

- Complete electronic plans may be emailed to building@pomonaca.gov (fee amount to be determined by Cut and Fill)
- Engineer's Cost Estimate (to determine Infrastructure plan check/permit fee)
- Geotechnical report, stamped by a professional engineer license in the state of California
- Hydrology calculations
- On-site private street, sewer, and storm drain plans

Revisions to approved Building plans as a result of other department requirements will need to be resubmitted for Building review. Additional plan review fees may be collected. All plans shall be routed through Building & Safety with the exemption of the items below.

Applicant shall submit the following items to the Public Works Department:

- SWPPP, SUSMP reports for Environmental plan check
- Tract Map
- Public street, public sewer, and public storm drain improvements

Applicant shall submit the following items to the Planning Department:

- Landscaping plans

ON-SITE INSPECTIONS

On-Site Grading Operations

- Grading operations are to be under direction and observation of the licensed geotechnical firm of record.
- The geotechnical firm is required to be on site during grading operations, where the City inspector may request to visually see documentation of import or export of materials and documentation.

Storm Drain Pipe and Structures

- Approved submittals for materials (pipe, concrete mix designs, etc.)
- Installation per approved plans and specs. (Pipe bedding, pipe shading, pipe zone, bury depth)
- Compaction test on backfill
- Flush and clean pipe structures

Sewer Pipe and Manholes

- Approved submittals for material (pipe, manholes, manhole frames, lids, etc.)
- Installation per approved plans and specs. (Pipe bedding, pipe shading, pipe zone, bury depth)
- Compaction test of backfill
- Pressure tests
- Mandrel pipe
- Ball and flush pipe

Domestic Water Line and Appurtenances

- Approved submittals for material (pipe, manholes, manhole frames, lids, etc.)
- Installation per approved plans and specs. (Pipe bedding, pipe shading, pipe zone, bury depth)
- Compaction test of backfill
- Hydro-Test waterline
- Chlorinate and Flush Line
- Bacterial test (by a licensed company)

Curb and Gutter – Sidewalk – Pedestrian Ramps

- Approved submittal for concrete mix design
- Approved submittal for truncated domes
- Construction per approved plans and specifications
- Slope and cross fall percentages per ADA compliance
- Compaction test results prior to placement

Base Grade

- Results from geotechnical firm confirming material meets requirements
- Compaction test results of sub-grade
- Section thickness per approved plans or soils report
- Soil technician on site to test compaction and sample material

Asphalt Concrete Paving

- Approved submittal for mix design
- Construction per approved plans and specifications (Sections, left thickness)
- Soils Technician on site to test compaction, temperature, and sample material

**To schedule and inspection please call
(909)620-2422**

To view your inspection please visit www.pomonaca.gov and visit the Building & Safety homepage to view the 'Daily Inspections List'.