

For a grading permit please fill out the attached application and bring to:

Martinez City Hall  
Engineering Division  
525 Henrietta St.  
Martinez, CA 94553  
925/372-3515

**Contractors:** need to bring insurance certificates with the City additionally insured and the City as the certificate holder.

**Property owners:** need to bring a copy of their homeowners insurance policy showing proof of liability insurance.

**Fee:** Fees and deposits are due at the time of issuance of permit. At the City's discretion a Plan Check fee shall be paid at the time of submission of Plans. Fees and deposits are determined by staff and are based on the complexity of the project and estimated staff time required to plan check and inspect the work.



City of Martinez, 525 Henrietta Street, Martinez, CA 94553-2394

GRADING PERMIT NO. \_\_\_\_\_

PROJECT LOCATION \_\_\_\_\_

APPLICANT \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_ ZIP \_\_\_\_\_  
PHONE \_\_\_\_\_

CONTRACTOR \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_ ZIP \_\_\_\_\_  
CONTACT PERSON \_\_\_\_\_  
PHONE \_\_\_\_\_ EMER PH. \_\_\_\_\_

PERMIT EXPIRES \_\_\_\_\_  
(New permit required after expiration)  
FILE NO. \_\_\_\_\_  
RECEIPT NO. \_\_\_\_\_  
PLAN CHECK FEE \$ \_\_\_\_\_  
INSPECTION FEE \$ \_\_\_\_\_  
TOTAL \$ \_\_\_\_\_  
CLEANUP DEPOSIT \$ \_\_\_\_\_  
POSTED BY \_\_\_\_\_

PERMIT EXTENSION:  
APPROVED BY \_\_\_\_\_  
EXTENDED TO \_\_\_\_\_  
FEE \_\_\_\_\_

**PLEASE READ THIS PERMIT CAREFULLY. KEEP IT AT THE WORK SITE.  
PHONE 372-3596 AT LEAST TWO WORKING DAYS BEFORE YOU START WORK.  
CITY INSPECTOR: \_\_\_\_\_**

**\*\*\*\*\*SEE REVERSE SIDE OF PERMIT FOR STANDARD REQUIREMENTS\*\*\*\*\***

Description of Work and Additional Requirements: \_\_\_\_\_

**CONDITIONS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

STANDARD DRAWINGS: \_\_\_\_\_

CUT/FILL QUANTITIES: \_\_\_\_\_

Civil Engineer:	Soils Engineer:
Address:	Address:
City/Zip:	City/Zip:
Contact/Phone:	Contact/Phone:

I HAVE READ AND CONCUR WITH THE REQUIREMENTS OF THIS PERMIT.

CONSTRUCTION COMPLETED/BOND RELEASE OK:

APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_

INSPECTOR \_\_\_\_\_ DATE \_\_\_\_\_

PERMIT APPROVED FOR CONSTRUCTION

PERFORMANCE SECURITY RELEASED:

BY: \_\_\_\_\_

BY: \_\_\_\_\_

## GENERAL REQUIREMENTS – GRADING PERMIT

1. PRIOR TO OBTAINING PERMIT – Applicant must have a Soils Report submitted and reviewed by the City’s Soils Consultant and a Grading Plan submitted and approved by the City Engineer.
2. WORK MUST BE INSPECTED – Call Engineering Inspection, 372-3596, at least 48 hours before starting or resuming work. All grading work shall require certification by the Applicants Soils Engineer and Civil Engineer to ensure that elevations, offsets, earthwork and soils compaction are done in accordance with the grading plan and soils report. Work done without inspection may have to be removed or performed again with inspection; also a stop work order may be issued.
3. PROTECTION – Provide and maintain sufficient barricades, fencing and other safety measures to protect the public and adjacent properties. Work on adjacent property shall require written authorization from the owner. Work within public right of way and on-site city easements shall require applicant to obtain a separate Encroachment Permit subject to City inspection. Detours, street and sidewalk closures shall require prior approval by the project inspector; and when specified, a written traffic control plan approved by the City Engineer.
4. DUST/DEBRIS CONTROL – The Contractor shall control the dust and debris resulting from his/her operations through watering or other suitable methods on the site and haul routes. All debris shall be cleaned daily prior to leaving job site with loose material picked up and paved surfaces washed. Safety hazards shall be cleaned up immediately.
5. STANDARDS – Work shall be in accordance with the APWA Standard Specification Green Book, the City of Martinez Standard Special Provisions and Drawings. Grading work shall be done in accordance with Chapter 33 of the Uniform Building Code as amended by the Martinez Municipal Code, the project soils report and by the City’s Soils Consultant.
6. CHANGES – All changes to approved plans shall be approved by the project inspector and the City Engineer prior to installation. Major changes shall require a written change order authorization from the City with 48-hour minimum response time subsequent to request.
7. ACCEPTANCE – Soils and Pad Certifications (plot plans for subdivisions) shall be received and approved by the City Engineer prior to issuance of a building permit. Final soils report shall be received prior to release for occupancy.
8. UTILITIES – Utility relocation is the responsibility of the applicant. Utility locations are shown for informational purposes only. Applicant is responsible to verify location in the field.
9. UNDERGROUND SERVICE ALERT – Telephone 800-227-2600. Contact at least 48 hours prior excavating in the City right of way.
10. HOURS OF WORK – Work shall not begin before 8:00 A.M. and shall not continue later than 5:00 P.M. with working days restricted to Monday through Friday, unless otherwise specified by the City.
12. LIABILITY AND INSURANCE – All work shall be in accordance with the Martinez Municipal Code and other applicable codes. Except for city’s sole negligence, willful misconduct or active negligence, applicant agrees to indemnify, defend, release and save harmless City, its officers and employees from and against any and all claims, liabilities, actions, damages or penalties by any person including applicant, his/her employees and agents for any personal injury, death or damage to property from any cause whatsoever arising out of or in connection with work pursuant to this permit. Applicant shall so indemnify City regardless of: City’s approval of plans or inspection, any limitation on the amount or type of damages or compensation payable by or for applicant under workers compensation, disability or other employee benefit acts, or the terms, applicability or limitations of any insurance held by applicant. The applicant shall file with the City certificates of required insurance coverage. The City shall be included as an additional insured by certificate or separate endorsement.
13. CLEAN-UP DEPOSIT – In order to minimize traffic hazards and public nuisance, arising out of applicant’s development, applicant shall ensure that adjacent properties and improved surfaces of surrounding streets stay free and clear of silt, tracked mud, dust, etc., coming from or in any way related to applicant’s project and its development. Applicant grants City the right to take or cause to be taken, without prior notice to applicant, immediate corrective action, including, without limitation, utilizing applicant’s cleanup deposit.