



# Residential Rough Grading Submittal Checklist

Date: \_\_\_\_\_ Project: \_\_\_\_\_ Permit#: \_\_\_\_\_

Site Address: \_\_\_\_\_

## Application Submittal

Grading permit applications and plans can be submitted to the City by two methods. *This checklist must be completed no matter which method is used.*

### 1. Electronic Submittal

Our PDS Online | ePlanReview system lets you submit documents and plans electronically for review. Go to [www.cityofboise.org/pds](http://www.cityofboise.org/pds) for more information. All electronic files must meet the requirements specified in the [Electronic Plan Review Submittal Standards](#) document. Electronic files that do not meet these requirements will not pass prescreen review. All resubmittals must be submitted via the ePlan Review System.

### 2. Paper Submittal

Paper plans must be reviewed at the Permit Counter where staff will verify that the project submittals are complete. The intake is not a "plan review" for code compliance. The applicant is responsible for contacting specific staff members if additional consultation is required. Intake meetings can occur any time between **8:00 am – 4:00 pm Monday through Friday**. Please check in at the Permit Counter and a staff member will conduct the intake with you. All zoning approvals must be completed prior to the intake.

## Application Acceptance

- Incomplete submittals will not be accepted. If you are submitting electronically, incomplete submittals must upload additional documents. For paper submissions, after needed corrections are made, return to the Permit Counter for another intake meeting (paper submission).
- Plans must be accepted as complete, and the associated erosion and sediment control permit fee must be paid before review can begin.

## Instructions

- This checklist must be completed by the project's Idaho-licensed design professional of record or applicant if design professional is not required. If submitting in paper, please include this submittal checklist with the Application. If submitting electronically, upload this submittal checklist into the Documents folder.
- This checklist is not complete unless all information is filled out, all appropriate boxes are checked, and all plan page numbers are listed.

**Note:** If using ePlanReview to submit electronic files, only one (1) copy of each document is required. Paper submittals require additional copies as noted.

### Documents Provided

**Yes**   **N/A**

- Application #416 – Residential Rough Grading Application** (2 paper copies).
- Form #310 – Statement of Special Inspections** (2 paper copies) completed by the design engineer or professional, if applicable such as for structural fill/compaction.
- Planning & Zoning Letter of Approval** (2 paper copies) if located in a hillside or floodplain (CFH case).
- Soils and Geotechnical Report** (2 paper copies) stamped and signed by an Idaho licensed engineer, geologist, or soil scientist competent to practice in the subject matter. The report shall include material placement, specifications, and compaction and material testing requirements.
- Erosion & Sediment Control (ESC) Narrative** (2 paper copies) Narrative must be designed for the specific project.

### Plans Provided

**Yes**   **N/A**

- Plans** (2 complete paper sets) drawn to scale on 18"x24" minimum size plan sheets. Civil plans stamped and signed by an Idaho licensed engineer or professional.
- Table of Contents/Drawing Index.** [Page(s) \_\_\_\_\_]
- Vicinity Map** showing location of the property with street names identified. [Page(s) \_\_\_\_\_]
- Specify Required Special Inspections on Plans** (such as for structural fill/compaction). [Page(s) \_\_\_\_\_]
- Site Grading Plans** (2 paper copies incorporated into the plan set and 1 extra copy) stamped and signed by an Idaho licensed engineer or professional. Include total cubic yards of earth to be moved. [Page(s) \_\_\_\_\_]
- Erosion & Sediment Control (ESC) Plans** (2 paper copies incorporated into the plan set). Plans must be designed for the specific project. Include Best Practice Management (BMP) construction details. [Page(s) \_\_\_\_\_]

**NOTE:** As a condition of approval, the applicant shall comply with a list of grading permit conditions prepared by the Public Works department. Bonding for site restoration may also be required.

**Applicant Acknowledgement**

*I, the undersigned, have completed the above checklist noting all pages and supporting documents for the project.*

\_\_\_\_\_  
Name of Submitting Design Professional of Record  
(or applicant if design professional not required)

\_\_\_\_\_  
Date

\*\*\*\*\*For Official Use Only\*\*\*\*\*

- Accepted
- Not Accepted \_\_\_\_\_ by \_\_\_\_\_  
Date Staff Member Conducting the Intake
- Accepted
- Not Accepted \_\_\_\_\_ by \_\_\_\_\_  
Date Staff Member Conducting the Intake