



# Subdivision, Multi-Family and Commercial FINAL GRADING PERMIT Submittal Checklist

**NOTE:** Grading checklists are included in the Civil Improvement Plan Checklist. This checklist is only to be used if allowed to submit subdivision, multi-family and commercial application for grading permit when civil improvement plans are not required.

**NOTE:** For custom home grading applications (BRB3 & BRB4) see Custom Home Checklist

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## City of Henderson Development Services Center

240 Water Street  
PO Box 95050  
Henderson, Nevada 89009-5050  
(702) 267-3600 phone  
(702) 267-3601 fax

This checklist is provided for the convenience of our customers. Complete and accurate plan submittals help speed the plan review process. Attention to the completeness and accuracy of information at the beginning of the process generally leads to fewer delays and requests for revisions by City staff. Please use the checklist to ensure that your application includes all of the information necessary for a timely review of your plans.

## Part. 1 Applicant's Responsibility

**Applicants are responsible for submitting complete applications.** Incomplete applications will result in plans being rejected for acceptance, or returned to the applicant during the review process. City service commitments will not apply to incomplete submittals.

## Part. 2 Prerequisites

The following must be completed before a grading permit application can be accepted for processing:

- Associated Civil Improvement Plans**  
*Associated civil improvement plans for this site must be submitted concurrently with the grading permit application.*
- An approved Design Review, Planned Unit Development or Tentative Map [if applicable]**
- Technical Drainage Study\*\***  
*\*\*Approval required if located in FEMA Flood Zone A or if required by Public Works. Contact New Development Division at (702) 267-3680 for more information.*
- Approved Dust Control Permit**

## Part. 3 Applicable Codes

Project must meet the requirements of the City's adopted codes, ordinances, and regulations:

2018 International Building Code, with Southern Nevada Building Code Amendments  
Development Code, of the Henderson Municipal Code [Titles 13 & 19]

Henderson Municipal Code 15.50 incorporating Clark County Regional Flood Control District  
Uniform Regulations for Control of Drainage, Part II

Clark County Standard Specifications for Offsite Construction

Clark County Regional Flood Control District Hydrologic Criteria & Drainage Design Manual

## Part. 4 Submittal Package

Grading permit application documents are included in the Civil Improvement Plan Checklist. Grading permit applications submitted without civil improvement plans (when approved) shall provide the following:

- Completed Grading Permit application & Grading Permit Fee**
- 4 complete sets of grading plans [24" x 36"]**  
*A complete set of grading plans shall include, as a minimum, a coversheet, notes sheets, grading plan, and all related detail sheets. Include any other sheets that include grading information. These must be signed and sealed by the registered design professional.*

**Part. 4**  
**Submittal Package**  
**(continued)**

- Copy of the approval letter and permit number from the approved drainage study**
- 2 copies of geotechnical [soils] reports**  
*The reports must be signed and sealed by the registered design professional who is responsible for the report. The date of the report must be within one year of the building permit application date unless an updated letter is provided by the design professional who prepared the report.*
- Approved report on ground water mitigation measures** [When required by Public Works]
- Desert Conservation Form** (can be filled out at time of submittal)

**Part. 5**  
**Plan Contents**

Plans must contain the following minimum contents. It is not intended to be all inclusive of every detail required. It does provide an overview of the basic plan contents.

*See the State of Nevada 2014 Blue Book for more information.*

**Grading Plan**

- General Information**
  - \_\_\_ General vicinity of the proposed site.
  - \_\_\_ Property limits and accurate contours of existing ground and details of terrain and area drainage.
- Soils & Engineering Report Information**

General Information:  
Include the dates of reports together with the names, addresses, and phone numbers of the firms or individuals who prepared the reports.

Recommendations:  
Report recommendations shall be incorporated into grading plans or specifications.
- Elevations & Contours**
  - \_\_\_ Elevation datum and benchmark as established by the NAVD88.
  - \_\_\_ Elevation of curbs or centerline of roads or streets.
  - \_\_\_ Finish floor elevations.
  - \_\_\_ Existing contours at least 100 feet beyond the property lines.
  - \_\_\_ Proposed finish contours or spot elevations at the property corners and at swale flow lines.
- Positive Drainage & Physical Obstructions**
  - \_\_\_ Show positive drainage of a minimum 5% away from foundations for 10 feet.
  - \_\_\_ Alternately, if physical obstructions or lot lines prohibit 10 feet of horizontal distance, a 5% slope shall be provided to an approved alternate method of diverting water away from the foundation.
  - \_\_\_ A 2% slope is permitted if the structure abuts hard surface (concrete, pavers, pavement, etc).
  - \_\_\_ Limiting dimensions, elevations or finish contours to be achieved by the grading, and proposed drainage channels and related construction.
- Buildings & Structures & Features**

Proposed locations  
Site any buildings or structures on the property where the work is to be performed and the location of any buildings or structures on land of adjacent owners that are within 50 feet of the property or that may be affected by the proposed grading operation.

Adjacency to slopes  
The placement of buildings and structures on and or adjacent to slopes steeper than 3H:1V in accordance with IBC 1805.3.

Topographical Features  
Locate other existing topographical features either natural or man-made such as streets, drainage structures, pavements, fence walls, etc.
- Earthwork, Cut & Fill**
  - \_\_\_ List quantities in cubic yards and scope of work.
  - \_\_\_ Designate a disposal area for any excess excavation.
  - \_\_\_ Provide the cut to fill transition line.
  - \_\_\_ Setback dimensions of cut and fill slopes from site boundaries.

**Part. 5  
Plan Contents  
(continued)**

Plans must contain the following minimum contents. It is not intended to be all inclusive of every detail required. It does provide an overview of the basic plan contents.

*See the State of Nevada 2014 Blue Book for more information.*

**Details & Cross Sections**

Details and cross sections at property lines, fence walls, retaining walls, berms, etc.

**Slopes**

\_\_\_ Typical details of fill over natural slopes and fill over cut slopes where fill is to be placed on natural or cut slopes steeper than 5H:1V.

\_\_\_ Check for areas of existing terrain with a slope greater than 5:1. Ensure the grading plan incorporates the recommendations of the soils report and for placement of fill on slopes steeper than 5:1. Provide details and cross sections of typical fill slopes and cut slopes.

\_\_\_ Check for proposed slopes steeper than 2:1.

\_\_\_ Check slopes steeper than 3H:1V for terracing requirements.

\_\_\_ Provide the location and dimensions of all terrace drains for all slopes steeper than 3H:1V.

**Geotechnical  
Report  
"Soils Report"**

Show the location of test borings and/or excavations.

The plot shall be dimensioned and show the location of all existing structures.

A minimum number/depth of required explorations per 1802.4.2 Southern Nevada Building Code Amendment.

A complete record of the soil samples.

A record of the soil profile.

Depth of the water table, if encountered.

Recommendations for foundation type and design criteria, including but not limited to: Bearing capacity; Mitigation of the effects of expansive soil, liquefaction, differential settlement, varying soil strength, adjacent loads, collapsible soils, soluble soils, chemical heave, corrosive soils.

Expected total and differential settlement.

Pile and pier foundation information in accordance with IBC 1807.2.1.

Special design and construction provisions for footings or foundations founded on expansive soils.

Compacted fill properties and testing in accordance with Section 1803.4 Southern Nevada Building Code Amendment. Provide provisions to mitigate the effects of collapsible soils, soluble soils, uncontrolled fill, chemical heave, and corrosive soils.

Soil classification by the Unified Soil Classification System. Backup data on test performed in the soil classification shall be included.

Address the possible impacts on adjoining properties and mitigating measures to be undertaken.

Suitability of onsite soils for use as fill material.

Provide the grading requirements for onsite and import soils including, but not limited to, swell, solubility, and sulfates.

Geotechnical design considerations for drainage structures.

Trenching or other special procedures for determining fault and fissure locations.

Faults per 1805.1.1 Southern Nevada Building Code Amendment.

Procedures for mitigating geological hazards.

Erosion control requirements, as applicable.

Anticipated structural loads and type of proposed structure.

Site class. Back-up data required if less than D is assumed. (IBC 1615.1.1)

Post-tension slab design criteria per Southern Nevada Building Code Amendment Table 1805.8.

Engineer's original seal, signature, and date on both soils report copies.

Geotechnical report is current within the last year. Reports more than one year old must have an attached letter wet sealed, dated, and signed by the engineer of record attesting that the report is still valid and current for project.

Ensure the soils report addresses the placement of fill on slopes steeper than 5:1.

Provide a slope stability analysis for any proposed slopes steeper than 2:1.

**Part. 6**  
**Other**  
**Information**  
**Documentation**

- Drainage Compliance Forms**  
*All drainage compliance forms must be prepared by the civil engineer, surveyor, or special inspection agency of record.*
- Storm Water Discharge "Notice of Intent" (NOI)**  
*"Notice of Intent" (NOI) for the Storm Water Discharge Permit issued by the Nevada Division of Environmental Protection.*
- Notarized permission to grade on adjacent property** *[where required]*
- Quality Assurance**  
*A third party inspection agreement must be in place prior to issuance of the grading permit.*
- Final Issuance of Grading Permit is contingent upon final approval of the Civil Improvement drawings.**

**Inspections**

**Permit**  
**Issuance**