

# Site Development, Grading Permit

Submit to: 415 W. 6<sup>th</sup> St. Vancouver, WA 98660

Questions? 360-487-7800, [plans@cityofvancouver.us](mailto:plans@cityofvancouver.us)

Revised 5/05/2025



Type of Work		
<input type="checkbox"/> Grading only	<input type="checkbox"/> Project related site work/grading	
<input type="checkbox"/> Site Review & Inspection	<input type="checkbox"/> Inspection only	
<input type="checkbox"/> Early Start Grading/Prior to Civil Approval		
Occupancy Type		
<input type="checkbox"/> Single Family or Multi Family	<input type="checkbox"/> Commercial	
Scope of On-site Work		
<input type="checkbox"/> ADA improvements	<input type="checkbox"/> Curbing	<input type="checkbox"/> Fencing
<input type="checkbox"/> Fire lane/signage	<input type="checkbox"/> Irrigation	<input type="checkbox"/> Internal side circulation/driveway
<input type="checkbox"/> Landscaping	<input type="checkbox"/> Lighting	<input type="checkbox"/> Loading areas
<input type="checkbox"/> Parking Stall	<input type="checkbox"/> Private on-site sewer	<input type="checkbox"/> On-site electrical
<input type="checkbox"/> Signage	<input type="checkbox"/> Solid waste collection	<input type="checkbox"/> Stormwater facility
<input type="checkbox"/> Tree protection	<input type="checkbox"/> Private on-site water	<input type="checkbox"/> Fire vault
<input type="checkbox"/> Temp electrical service	<input type="checkbox"/> Private street improvements	<input type="checkbox"/> Grading only
JOB SITE INFORMATION AND LOCATION		
Job Site Address:		
Tax Assessor Serial Number:		
Description of Work		
<input type="checkbox"/> Applicant	<input type="checkbox"/> Contact Person	
Contact Name		
Address		
City/State/Zip		
Phone		
Email <i>Required</i>		
Property Owner		
Name		
Address		
City/State/Zip		
Phone		
Email		
Contractor		
Business Name		
Address		
City/State/Zip		
Phone		
E-mail <i>Required</i>		
WA State Contractor License #:		
Electronic Plans Submitter*		
Name		
Address		
Phone		
E-mail <i>Required</i>		

Required Data: All Proposed Work (except grading)			
Indicate the value (rounded to the nearest dollar) of all equipment, materials, labor, overhead, and the profit for the work indicated on this application. \$			
Grading Only			
<input type="checkbox"/> <b>MINOR grading</b> Minor grading permit would include: <ul style="list-style-type: none"><li>Grading cuts, fills and/or stockpiling with volumes less than 500 cubic yards</li><li>Projects that do not require a SEPA</li><li>Projects that are not subject to the Critical Areas Ordinance (Critical Areas include, but are not limited to, steep and unstable slopes, wetlands, creeks and seismic zones)</li><li>&lt; 7,000 sq. ft. of land disturbance</li></ul>		<input type="checkbox"/> <b>MAJOR grading</b> Major grading permit would include: <ul style="list-style-type: none"><li>Grading cuts, fills and/or stockpiling with volumes greater than 500 cubic yards.</li><li>SEPA required (all grading activities greater than 500 cubic yards in volume require a SEPA)</li><li>Critical Areas Permit required (grading activity that is within or adjacent to steep or unstable slopes, wetlands, creeks or other Critical Areas, regardless of the grading volumes involved)</li><li>≥7,000 sq. ft. of land disturbance</li></ul>	
Excavation/Grading is:		<input type="checkbox"/> Stand-alone	<input type="checkbox"/> Related to a project
Will any trees be removed?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are any trees located in the grading area?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Type of excavation and/or grading activity: (check all that apply)		<input type="checkbox"/> Cut	Total amount: cy
		<input type="checkbox"/> Fill	Total amount: cy
Will cut be exported?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, where?			
Amount of land disturbance***:		Sq. Ft.	
Grading permit is for: (check applicable box)			
<input type="checkbox"/> Parking Lot	<input type="checkbox"/> Driveway	<input type="checkbox"/> Retaining Wall	<input type="checkbox"/> Stockpiling
If stockpiling, length of time material will be stockpiled:			
<input type="checkbox"/> Other (please explain):			
Hard Surface Area (New & Replaced)**			
Notice			
I/we understand that per VMC 20.210.090 (Review for Counter Complete Status), if it is determined that the application is not complete, the City shall immediately reject and return the application and identify in writing what is needed to make the application counter complete. If submitting electronically, I/we understand that if my electronic plan submission is deemed to be incomplete I will receive notification after the prescreening process and plan review will not begin. I/we agree that City of Vancouver staff may enter upon the subject property at any reasonable time to consider the merits of the application, to take photographs and to post public notices.			
Applicant signature:			
Print Name:		Date:	
Property Owner Signature:			
Print Name:		Date:	

\*Please note that the contact listed as "Electronic Plans Submitter" should be the individual responsible for accessing ePlans, (electronic plan review software), and will receive all ePlans correspondence.

\*\* If total hard surface is ≥ 2,000 sq. ft. see Stormwater Applicability form

\*\*\* If land disturbing activity is 7,000 sq. ft. or more see Stormwater Applicability form

## General Grading Permit Information

### When is a grading permit required?

Grading permits are required for nearly all projects that disturb or move more than 10 cubic yards of earth or vegetation.

Some specific examples of projects that require a grading permit are:

- Stand-alone grading (cut and fill) not associated with any structure.
- Grading work requested prior to obtaining building permit approval.
- Grading associated with non-building or structure work, such as parking lots, retaining walls and the resurfacing of sport tracks. [No storm work can be done on any grading only plans.]
- Stockpiling onsite and when moving the stockpile.

### A Separate Grading Permit is not required where all of these conditions are met:

- Work is tied to an approved RES permit for foundation work – new dwelling unit or addition
- No structural fill
- Excavation does not exceed 50 cubic yards
- Site is not in Critical Areas
- Site slope is less than 10%
- Site does not contain unusual conditions (surface or subsurface conditions)
- Grading work will not create retaining/surcharge conditions

### What type of project does not require a grading permit?

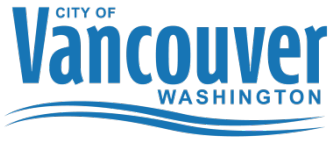
- Excavation for pads/footings for single-family projects that do not exceed the approved footprint area and/or does not involve structural fill, *only where the site is level and the cut/fill amounts do not exceed 50 cubic yards*
- Decorative ponds outside of Critical Areas that are less than 10 cubic yards and a depth of less than 12"

### Stormwater Requirements

If 2,000 square feet or more of new hard surfaces are created or replaced, the project is subject to both the Stormwater (VMC 14.25) and the Erosion Control (VMC 14.24) ordinance and the following is required:

- Stormwater Plan
- Stormwater Site Plan
- [Stormwater Pollution Prevention Plan \(SWPPP\)](#)
- Tree Plan – VMC 20.770
- Preliminary Grading Plan with Erosion Control Measures – VMC 20.330.030.C.4.i and VMC 14.24

A Construction Stormwater General Permit (NPDES) and a Stormwater Pollution Prevention Plan (SWPPP) is required for all soil disturbing activities (including grading, stump removal, demolition) where one or more acres will be disturbed, and stormwater will be discharged to a receiving water directly (e.g. wetlands, creeks, unnamed creeks, river, marine waters, ditches, estuaries) or to storm drains that discharge to a receiving water.



## Grading SUBMITTAL CHECKLIST

### DOCUMENTS

- ☐ Completed and Signed SDP Application Form (originally emailed to [plans@cityofvancouver.us](mailto:plans@cityofvancouver.us))
- ☐ If Stormwater Requirements apply (review previous page), then an Abbreviated Construction SWPPP is required: [Stormwater Pollution Prevention Plan \(SWPPP\)](#)

### PLANS

- ☐ Grading Plan (must include Grading Approval Block and all items listed below)

### NOTES

- No new stormwater structures will be approved on the plan.
- Show in detail that the work will conform to all applicable standards and regulations per the IBC.
- All grading activities greater than 500 cubic yards require a SEPA Environmental Checklist

### All plans must include the following:

- Grading approval block with quantities (cubic yards cut, fill, hard surface area)
- Property lines and easements
- Location of existing and proposed structures (buildings, fences, sheds, pools, retaining walls, etc.)
- Location of existing utilities
- Existing and proposed contours
- Erosion control measures
- Location of trees and vegetation and protection measures
- Location of drainage and stream courses
- Tax Property Identification Number
- Site Address including Suite Number
- Project Name
- Site Zoning Designation
- Applicant Name and Phone Number

### If the site is located in a Critical Area, plans must also include:

- Sensitive Area Delineation
- Setbacks or distance from property line to top and toe of slopes