



**GRADING PERMIT**  
**ENGINEERING DEPARTMENT**  
**TOWN OF COLMA**  
 1188 EL CAMINO REAL  
 COLMA, CA 94014

Phone: (650) 757-8888 Fax: (650) 757-8890

Permit No.: \_\_\_\_\_

Date: \_\_\_\_\_

Location of Work: \_\_\_\_\_

**THIS PERMIT IS NOT VALID UNTIL SIGNED BY THE TOWN**

APPLICANT NAME	CONTRACTOR NAME
COMPANY	COMPANY
ADDRESS	ADDRESS
TELEPHONE	TELEPHONE
OWNER NAME	CONTRACTOR'S LICENSE NO. TOWN BUSINESS LICENSE NO.
TELEPHONE	24 HOUR TELEPHONE
SOILS ENGINEER NAME	CIVIL ENGINEER NAME
TELEPHONE	TELEPHONE

APPLICATION IS HEREBY MADE TO PERFORM GRADING AT THE LOCATION STATED ABOVE PER PLANS APPROVED ON: \_\_\_\_\_

ESTIMATED GRADING START DATE: \_\_\_\_\_ COMPLETION DATE: \_\_\_\_\_ ESTIMATED PERMANENT EROSION CONTROL COMPLETION DATE: \_\_\_\_\_

CUBIC YARDS OF: CUT \_\_\_\_\_ FILL: \_\_\_\_\_ IMPORT: \_\_\_\_\_ EXPORT \_\_\_\_\_

SOURCE OF FILL,  DISPOSAL SITE \_\_\_\_\_ PERMIT REQUIRED  YES  NO  OBTAINED

**SUBMITTED:**  SITE MAP  GRADING PLAN  TEMPORARY EROSION CONTROL PLAN  PERMANENT EROSION CONTROL PLAN  
 SOILS REPORT  GEOLOGY REPORT  DRAINAGE PLAN  DRAINAGE CALCULATIONS  
 STORM WATER CALCULATIONS  WORK SCHEDULE  SOILS ENGINEER'S INSTRUCTION LETTER

**CONDITIONS OF APPROVAL:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**FEES:**  NONE **SURETY:** \_\_\_\_\_

PLAN CHECK: \_\_\_\_\_ PAID: \_\_\_\_\_ AMOUNT: \_\_\_\_\_ RECEIVED \_\_\_\_\_

PERMIT: \_\_\_\_\_ PAID: \_\_\_\_\_  BOND  CERT. OF DEPOSIT  LETTER OF CREDIT

SPECIAL DEPOSIT \$ \_\_\_\_\_ PAID \_\_\_\_\_ SURETY AMOUNT INCLUDES GRADING  YES  NO

**INSURANCE:**  GENERAL LIABILITY  AUTOMOBILE LIABILITY  WORKERS COMPENSATION

I HEREBY AGREE TO ACCEPT AND ABIDE BY THE GENERAL GRADING PERMIT PROVISIONS ON THE BACK OF THIS PERMIT, THE BMP'S FOR PREVENTION OF STORM WATER POLLUTION AND EROSION CONTROL AND THE CONDITIONS OF APPROVAL LISTED OR REFERENCED ABOVE.

PERMITTEE: \_\_\_\_\_ DATE: \_\_\_\_\_

TITLE: \_\_\_\_\_ COMPANY: \_\_\_\_\_

THIS PERMIT IS TO BE STRICTLY CONSTRUED AND NO WORK OTHER THAN THAT SPECIFICALLY MENTIONED ABOVE IS AUTHORIZED HEREBY. PERMIT EXPIRES IN 90 CALENDAR DAYS IF WORK IS NOT STARTED.

DATE GRANTED: \_\_\_\_\_ BY: \_\_\_\_\_

DATE EXPIRES: \_\_\_\_\_ EXTENDED ON: \_\_\_\_\_, EXTENDED TO: \_\_\_\_\_, EXTENDED BY \_\_\_\_\_

WORK COMPLETED \_\_\_\_\_  FINAL SOILS REPORT RECEIVED  AS-BUILTS RECEIVED  CONTRACTORS STATEMENT RECEIVED

BONDS RELEASED: PERFORMANCE \_\_\_\_\_ MAINTENANCE \_\_\_\_\_

**GENERAL GRADING PERMIT PROVISIONS**

1. All work shall be in accordance with Town of Colma Standard Specifications, designated standard drawings and the approved soils report.
2. Contractors shall prominently display their company name, address and telephone number on each job site.
3. Permittee shall notify the Town at least two working days before starting work or resuming work after a suspension.
4. At least two working days in advance of starting excavation in an area that is known or could be reasonably be expected to contain subsurface facilities, Permittee shall contact Underground Service Alert (USA) at 811/ 1 (800) 227-2600 and obtain an inquiry identification number. This number shall be given to the Town Inspector prior to the start of excavation.
5. Permittee shall keep adequately informed of all State and Federal laws and local ordinances and regulations that in any manner affect work covered by this permit.
6. Work or use shall be completed by the expiration date stated on the permit unless an extension is requested by permittee in writing and granted by the Town in writing.
7. This permit and any Town approved plans relating thereto shall be kept at the job site and be available for inspection at all times work is in progress.
8. No changes in the work or plans relating thereto shall be made without written approval of the Town.
9. A separate application and approval is required for the temporary closure of any street. Application must be made at least two weeks in advance of the intended date of closure.
10. Permittee is responsible for all liability for personal injury or property damage that may arise out of work covered by this permit and shall defend and hold the Town of Colma harmless against all claims for damages or liability caused by this encroachment.
11. Adjoining property and improvements that could be damaged in the progress of work covered by this permit shall be protected. Damaged improvements or property shall be restored to a condition acceptable to the City Engineer. A minimum of inconvenience to the public and property owners shall be caused.
12. Dust, erosion and storm water pollution control measures shall be implemented as shown on approved plans and as required by the Town.
13. Permittee shall provide for proper drainage if the work involves a drainage facility or watercourse or if it interferes with an established drainage pattern.
14. Unless permitted, no material or equipment shall be stored within any public right-of-way or drainage course. If permitted, proper safety and warning devices must be provided by Permittee.
15. No fill shall be placed until preparation of the ground to be filled is inspected and approved by both the Soils Engineer and Town Engineer.
16. Storm drain lines and structures shall be constructed to grades and elevations shown on approved plans. The Civil Engineer must provide adequate grade stakes as acceptable to the Town Engineer
17. The Town Engineering Department is to be notified immediately upon discovery of any underground pipe or facility not shown on the plans or otherwise previously anticipated.
18. No survey monument or reference point shall be disturbed or removed prior to being tied out by a licensed Surveyor or Civil Engineer licensed to perform surveying. All costs of replacing survey monuments and reference points shall be borne by Permittee.
19. Retaining walls are not included in the Grading Permit and require a separate Building Permit from the Town.
20. The Civil Engineer shall submit an acceptable as-built/as-graded plan and the Grading Contractor shall submit a statement of compliance to the As-Built/As-Graded plan prior to the release of the grading surety.
21. Any omission on the part of any Town Representative to require lights, barriers or other warning or protective measures and devices in approval of this permit or review of field conditions shall not excuse the Permittee from complying with all requirements of law and appropriate regulations, ordinances, standards and practices for adequately protecting the safety of persons using public streets.
22. By accepting this permit, Permittee agrees to repair damage to any improvements that occurs as the result of work done under the permit for a period of one year after completion.

**RECORD OF INSPECTIONS**

Date	Time	Inspection	Notes and Remarks	Inspector