

## **REQUIRED PERMITS AND INSPECTIONS FOR THE CONSTRUCTION OF RETAINING WALLS, SUB-SURFACE AND AREA DRAIN SYSTEMS, COMPACTED FILL PLACEMENT, PLANTING AND IRRIGATION OF SLOPES.**

The purpose of this bulletin is to establish guidelines on how to request an inspection and inspection responsibilities associated with the construction of Retaining, Structural, and Temporary Shoring Walls, including Non-Building Permits, Grading Permits and Plumbing Permits.

- A Non-Building permit is required for the construction of the footing and the structural components of Retaining, Structural, and Shoring Walls for Commercial and Residential projects.
- A Grading permit is required for the Sub-surface and Area Drain systems, Placement of Compacted fill and Planting of Slopes for Commercial and Residential projects.
- A Plumbing permit is required for the Irrigation systems for Commercial and Residential projects with three units or more.

The following information is required to request an inspection of the above mentioned projects. When requesting an inspection it is very important that the correct Division is contacted **and** the correct permit number is referenced. The permit number is the fifteen digit number located on the upper most right hand corner of all permits. **Please Note, requesting an inspection using the incorrect permit number may cause a delay in the inspection process.**

- Provide the Non-Building permit number when requesting an inspection for the footing and structural components of walls on Commercial and Mass Grading projects (tract home sites, remedial slope repair etc.)
- Provide the Grading permit number when requesting an inspection for the Sub-surface and Area Drain systems, Placement and Compaction of backfill, and for the Planting of Slopes on Commercial and 1 & 2 Family Dwelling projects.
- Provide the Plumbing permit number when requesting an inspection of the Irrigation system for Commercial projects and Residential projects with three units or more.
- Provide the Single Family Dwelling or Duplex Building permit number when requesting an inspection of the Irrigation system for Residential projects with less than three dwellings units. (The plumbing portion of the Irrigation system is included in the Single Family Dwelling or Duplex Building permit.)

The following guidelines provide the information on which Inspection Division (Commercial, Residential, Grading or Plumbing) is responsible to inspect the various construction aspects outlined above.

### **I. Bottom and structural inspections of Footings, Retaining Walls, Piles, Shoring and Pools.**

1. Commercial / Residential Division A thru E below when **not** associated with mass grading projects, such as tract home sites, remedial slope repair etc:
  - A. Basements, subterranean parking, elevator pit, retaining, fence walls etc.
  - B. Soldier piles.

- C. Piles beneath swimming pool.
  - D. Shoring systems associated with A thru C above.
  - E. Swimming pool bottom and pool structure. (Not in Hillside Grading Areas or in compacted fill.)
2. Grading Division - Grading permit required:
    - A. Bottom and structural inspections of footings and structural components for free standing slough, debris, dispersal, and impact walls.
    - B. Swimming pool bottom. (In Hillside Grading Areas and when excavation for the pool to be placed in compacted fill.)
    - C. Bottom and structural inspections of foundation footings, piles, and shoring associated with retaining walls for mass grading projects, such as tract home sites, remedial slope repair etc.

## II. Sub-surface and Area Drain Systems.

1. Commercial / Residential Division:
  - A. Within a structure. (Commercial Plumbing Division / Residential Division.)
  - B. Exterior surface water for open parking areas, driveways / sidewalks, and patios etc. (When a Grading permit is not issued.)
2. Grading Division - Grading permit required:
  - A. Not within a structure.
  - B. Exterior surface water on open parking area.
  - C. Slope repair and or slope stabilization.
  - D. All sub-surface and area drains when associated with mass grading projects, such as tract home sites, remedial slope repair etc.

## III. Backfill Placement and Compaction.

1. Grading Division:
  - A. All backfill Placement and Compaction.
    - A bottom inspection is required by the Grading Division prior to all fill placement.
    - A compaction report approval letter is required from the Grading Division for all compacted fill prior to the excavations of footings.
    - All footings shall be placed on natural un-disturbed soil, bedrock or on certified compacted fill.

## IV. Planting and Irrigation of Slopes.

1. Commercial / Residential Division.
  - A. Planting of slopes 15 feet or less in height. (When a Grading Permit is **not issued**.)
  - B. Irrigation of slopes (Commercial Plumbing Division / Residential Division.)
2. Grading Division (Grading permit required.)
  - A. Planting of slopes more than 15 feet in height.

