



GRADING AND DRAINAGE SUBMITTAL REQUIREMENTS

In order to process and expedite your request for a Grading Permit, please submit the *applicable items* listed below.

- Submit complete sets of drawings electronically at <http://www.ci.milpitas.ca.gov/permits/> to include: The full scale plot size shall be min. 22"x17" and all drawings shall be drawn to scale with recommended min. scale of 1/8" = 1'-0" for floor plans and 1"=10' for site plans.
 - Grading
 - On-site drainage
 - Sediment and erosion control plans
 - Complete SWPPP plans shall be included. For minor projects (under 1 acre unless in hillside area or a "High Priority" site), a copy of the Blueprint for a Clean Bay (Sheet CB-1) can be used for the SWPPP plan. CB-1 can be downloaded at http://www.ci.milpitas.ca.gov/_pdfs/bld_permit_sr_clean_bay_blueprint.pdf.
 - Soils/geotechnical report. If Soils Report is over 12 months old, also provide copies of Soils Report update.
 - On-site and off-site drainage study.
 - Any other calculations.
 - SWPPP plan with registration number showing a Notice of Intent has been submitted to the state (if the project will disturb one acre or more or is part of a project that will disturb one acre or more or if it is located in the hillside area or if it is a "High Priority" site).
 - Planning Conditions of Approval (if applicable) included within first 4 (four) sheets of plans.
1. Electronic submittal is strongly encouraged. If hard copy is submitted, it must be accompanied with a USB drive with the electronic copy of the complete submittal package at submittal time and the files shall meet the [file standards](#). Submit five (5) complete sets of plans.
 2. All drawings and calculations must be signed by a registered Civil Engineer as required by the California Business & Professions Code.
 3. If one or more required items are not submitted, the application will be considered incomplete and will not be accepted.
 4. Grading plan must be in compliance with the requirements of the City of Milpitas grading ordinance and site-specific soils/geotechnical report. Any variation from code requirements must be noted on the plan and supported by evidence that the variation will not pose any hazards to public health and safety or be expensive to maintain.
 5. A pre-construction meeting with the city is required prior to the start of any grading.
 6. Copies of Cal-OSHA permit and worker certifications are required prior to start of work for any trenching work or excavations deeper than five (5) feet.