



INFORMATIONAL BULLETIN

Bulletin No.: 147

Page 1 of 2

Effective: 04/01/1985

Revised: 08/01/1994

Revised: 02/16/2017


Chief Building Official

CERTIFICATION AND TRANSFER OF RESPONSIBILITY REQUIREMENTS FOR GRADING, CIVIL AND LANDSCAPE DESIGN PROFESSIONALS AND CONTRACTORS

Reference: City of Irvine Grading Code, Municipal Codes section 5-10-101 through 5-10-149 and City of Irvine Grading Manual.

Purpose: The purpose of this informational bulletin is to summarize the certifications required by design professionals at prescribed project milestones and to define the procedure for transferring professional project responsibilities.

CERTIFICATIONS

I. At completion of rough or preliminary grading:

- i. Certification by the civil engineer or architect responsible for preparing the approved grading plan on City form 65-90, [Rough Grade Civil](#).
- ii. Certification by the soil engineer responsible for the approved project soil report on City form 65-91, [Rough Grade Soils](#).

II. At the completion of the building pad and prior to issuance of building permits:

Note: Pad certification requires that the precise grading permit has been issued and that the pad elevations established, typically under the rough grading permit, are consistent with the approved precise grading plan.

- i. Certification by the civil engineer or architect responsible for preparing the approved grading plan on City form 65-90, [Rough Grade Civil](#), including the completion of **For Building Pad Certification** section, including the Precise Grading permit number, and the tract and lot numbers.
- ii. Certification by the soil engineer responsible for the approved project soil report on City form 65-91, [Rough Grade Soils](#).

III. At the completion of the project* and prior to release of any grading bonds or approvals for building occupancy:

- i. Certification by the civil engineer or architect responsible for preparing the approved grading plan on City form 65-88, [Final Grade \(Precise\) Civil](#).
- ii. Final geotechnical report and certification by the soil engineer responsible for the approved project soil report on City form 65-89, [Final Grade Soils](#).
- iii. Final geotechnical and geology reports.
- iv. Certification by the landscape architect responsible for preparing the approved landscape plan on City form 40-57, [Final Landscape](#).

*For phased projects, final certifications are required for the entire project at its completion, however, phased occupancies require 'partial' final certifications are provided for each phase.

TRANSFER OF RESPONSIBILITY

If the civil engineer, architect, soil engineer, engineering geologist, testing agency, or the grading contractor of record is changed during the course of the work, the work shall not progress unless:

1. The owner submits a letter of notification verifying the change of the responsible professional; and
2. The new responsible professional submits in writing that he has reviewed all prior reports and/or plans (specified by date and title) and work performed by the prior responsible professional and that he concurs with the findings, conclusions, and recommendation, and is satisfied with the work performed if accompanied by supporting data and approved by the administrative authority. He must state that he assumes all responsibility within his purview as of a specified date. All exceptions must be justified to the satisfaction of the administrative authority.

Exception:

Where clearly indicated that the firm, not the individual engineer and/or geologist, is the contracting party. The designated engineer or geologist may be reassigned and another engineer and/or geologist within the firm may assume responsibility.