



PRE-GRADING CHECKLIST  
(November 2021)

DATE: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ PERMITS Nos. \_\_\_\_\_

PROJECT NAME: \_\_\_\_\_

PROJECT ADDRESS: \_\_\_\_\_

This Pre-Grading package is intended to provide information and forms useful to the owner, developer, and contractor during the course of a grading project. This package should be maintained on the job site in a prominent location and referred to as needed. It is not comprehensive, for additional information or clarifications refer to the grading inspector.

☐ CITY PERSONNEL

- |                                   |                         |                        |
|-----------------------------------|-------------------------|------------------------|
| 1. Off-Site Inspector:            | _____                   | Ph. No. _____          |
| 2. Plan Checker:                  | _____                   | Ph. No. _____          |
| 3. Inspection Supervisor:         | Gary Scott              | Ph. No. 949-724 - 6329 |
| 4. Chief Building Official        | Jesse Cardoza           | Ph. No. 949-724 - 6377 |
| 5. B&S Operations Supervisor:     | Roger Carton            | Ph. No. 949-724 - 6331 |
| 6. Water Quality Engineer:        | Michael Yang            | Ph. No. 949-724 - 6327 |
| 7. Principal Plan Check Engineer: | Claudia Landeras-Sobaih | Ph. No. 949-724 - 6330 |

- ☐ **PROBLEM RESOLUTION:** Most problems can be resolved in the field. However, when an issue arises that requires the attention of a supervisor it is recommended that the immediate supervisor be contacted first. Please refer to the City Personnel section above for names and telephone numbers.

- ☐ **PROJECT CONTACT INFORMATION:** Required project contact information shall be maintained in the City of Irvine project job file for the duration of the construction. (Complete form at the end of this packet, inspector to retain.) The contractor shall be responsible for informing the inspector of any changes to this information that occurs during the course of the project.

❑ CONSTRUCTION WORK HOURS

1. Monday through Friday: 7:00 a.m. to 7:00 p.m. (but no later than dusk)
2. Saturdays: 9:00 a.m. to 6:00 p.m. (but no later than dusk)
3. No work permitted on Sundays and Federal Holidays (see calendar attached)

**IMPORTANT NOTE:** Construction activities are further restricted to 9:00 a.m. to 3:00 p.m.. on all arterial streets.

❑ REQUESTING INSPECTIONS

1. Inspections shall be arranged through the automated request phone line or via the internet no later than 4:00 p.m. the working day prior to the day of the desired inspection. For instructions refer to the building card or go to:

[www.cityofirvine.org/community-development/inspection-services](http://www.cityofirvine.org/community-development/inspection-services)

**IMPORTANT NOTE:** Many projects have multiple permits active at a given time. It is the contractor's responsibility to ensure that the permit utilized to schedule each inspection covers the work for which the inspection is being requested.

2. Appointments may only be arranged through the individual inspector after an automated request is received.
3. Inspector office hours are 6:30 a.m. to 7:00 a.m. and 3:30 p.m. to 4:00 p.m. (2:30 to 3:00 p.m. on Fridays.) Inspectors may be contacted via telephone, voice mail or in person.
4. Overtime inspections, subject to inspection staff availability, may be arranged for Saturdays by completing the Overtime Grading and Offsite Inspection Request form (attached). Email your completed form to [otrequest@cityofirvine.org](mailto:otrequest@cityofirvine.org). In making requests, provide permit number, type of inspection requested, name of regular inspector, date of desired inspection, and Special Services Event Number. Special Services Event Numbers are obtained over the counter at the Permit Processing Center free of charge, and used to bill overtime inspection charges to the project owner or contractor. After hours overtime requests will require an approved variance. This information can be obtain from the City of Irvine web site.

❑ SIGNS AND JOB ADDRESS

1. Signs or banners may not be installed without proper permits and inspections.
2. Corporate, state and U.S. flags do not require permits.

- ❑ TEMPORARY POWER shall be provided sufficient to supply job trailers, equipment, etc. at the start of construction. Overhead lines are not allowed over streets or right-of-ways open to the public.
- ❑ CONSTRUCTION FENCING with screening shall be maintained for the duration of the project. Minimum 18 inch setback shall be provided from curb face.

- ❑ **CONSTRUCTION SITE SECURITY** Construction site security is required under City of Irvine Municipal Code Sec. 5-9-521 for new building developments with the exception of developments consisting of an individual single family home site. At or near the time of foundation inspections, compliance to the general requirements (see copy attached) and any applicable security plan requirements shall be verified.

- ❑ **STREETS/EROSION CONTROL**

1. An encroachment permit is required for any work done within public right-of-way which is not provided for on the approved plans.
2. Streets and sidewalks shall be kept clean.
3. Job site entries and exits shall be in place and maintained.
4. All erosion and dust control measures shall be in place and maintained per the approved Erosion Control Plan.

**IMPORTANT NOTE:** Rainy Season Erosion Control measures are required to be maintained from October 1 through April 30. Dry Season Erosion Control measures are required to be maintained from May 1 through September 30.

- ❑ **FIRE SAFETY SYSTEMS AND FEATURES**

1. The fire safety systems and features of the **Fire Master plan** are inspected by the Orange County Fire Authority (OCFA), refer to the building card for instructions and telephone number. The Fire Master plan covers temporary and/or permanent access roads and hydrants and permanent access, hydrants, curb painting, signage and any Knox Box installation.

**IMPORTANT NOTES:**

- Temporary or permanent fire hydrants and access shall be approved by OCFA prior to delivery of lumber or other combustible materials to the job site.
  - No building inspections shall be allowed which occur within or involve combustible construction prior to OCFA approval.
  - Prior to occupancy (applies to model home openings) all permanent features serving the building or group of buildings shall be installed, and approved by OCFA; such improvements include signage and curb painting along any new collector streets leading up to and serving the development.
  - Approved Hydrants and Access plans and OCFA job card shall be readily available at the job site for City personnel use and reference.
2. The fire safety features of the **Fuel Modification plan**, (required for development in Very High Fire Severity Zones, typically hillside areas), are inspected by the Orange County Fire Authority (OCFA). Contact Nick Pivaroff, Assistant Fire Marshal at (714) 573-6256 to arrange for inspections relating to Fuel Modification work. The Fuel Modification plan includes removal of native brush (fuel) in prescribed areas and

maintaining those areas clear throughout the construction process, and installation of permanent landscaping with approved plantings before completion of the project.

**IMPORTANT NOTES:**

- Prior to pad releases (which precedes building permit issuance) brush clearing in the vicinity of the pad or pads in question, must be completed, approved by OCFA and documented on an OCFA field memo for presentation to the grading/offsite inspector.
- Prior to occupancy, permanent landscaping in the vicinity of the building(s) in question must be installed and established, approved by OCFA and so documented on the back of the building card unless specifically waived by OCFA.
- Approved Fuel Modification plans and OCFA job card shall be readily available at the job site for City personnel use and reference.

❑ **SOIL ENGINEER AND GEOLOGIST**

1. The soil engineer is responsible for inspecting and certifying excavation bottoms prior to placing fill, all fill material, and issuing daily performance reports and final soils report.

❑ **PLANS, PERMITS, INSPECTOR/CONTRACTOR RESPONSIBILITIES**

1. Prior to the start of work contractor shall provide emergency contact phone number(s) to the inspector. Numbers must be for actual person(s) who will be available to answer emergency calls 24 hours per day, (see Project Contact Information form attached.)
2. It is the contractor's responsibility to ensure that work is performed in a manner such that no damage results to existing public improvements. Repair of any damage that does occur shall be the contractor's responsibility to perform prior to building occupancy. **IMPORTANT NOTE:** The contractor shall bring to the attention of the inspector any pre-existing damage prior to the start of work.
3. Haul route must be approved prior to start of any import/export operation exceeding 5,000 cubic yards.
4. Approved plans and permits shall be maintained at the job site readily accessible to the inspector.
5. All work shall be performed under a valid permit.
6. All work shall be performed per the approved plans, specifications and applicable codes. Revisions to the proposed work require prior plan check approval.
7. Prior to inspection approval for any work effected or defined by a detail change, plan revision or deferred submittal, such detail change, plan revision or deferred submittal shall be stamped approved by City, and when applicable OCFA, plan check staff. All such approved changes shall be maintained at the job site as in item 1 above.
8. At the time of a called inspection, contractor is responsible for the work being complete and ready for inspection, maintaining the work exposed, and providing access to the inspector. **IMPORTANT NOTE:** Nondestructive testing report and acceptance certification shall be provided with compaction and final reports. All project documents shall bear the project address and the appropriate permit number.

- ❑ **PRIOR TO ISSUANCE OF BUILDING PERMITS** The following completed forms and documents must be provided to the grading/offsite inspector prior to issuance of building permits:
  1. Rough Grade-Civil, serves as the civil engineer's certification for horizontal and vertical control.
  2. Rough Grade-Soils, serves as the soils engineer's certification for soils and compaction.
  3. OCFA Fuel Modification field memo when applicable. For additional information, please refer to Fuel Modification requirements above.
- ❑ **ACCESSIBILITY:** Accessibility features are required to meet strict standards. With the adoption of the 2019 California Building Code, dimensional requirements are generally required to fall within required ranges, minor variations (on the magnitude of conventional construction tolerance) resulting in less than or greater than a given range limit are no longer allowed by code. Therefore, in order to avoid construction delays and costly changes, it is important to have a clear understanding of the features which are provided to meet accessibility standards and to construct them per plan. Questions with regard to accessibility should be directed to the design professional of record; all changes to approved plans must be approved by plan check.
- ❑ **PLANNING CONDITIONS:** Many projects require that certain conditions be met prior to occupancy. Such conditions are defined in the project Planning Commission Resolution or similar document and, for convenience, are often reproduced on the project plans. Please ensure that these conditions are thoroughly investigated, understood and anticipated so that occupancy is not unnecessarily delayed.
- ❑ **PRIOR TO BUILDING OCCUPANCY:** The following completed forms must be provided to the grading/offsite inspector prior to temporary or permanent occupancy:
  1. Final Grade (Precise)-Civil, serves as the civil engineer's certificate of compliance for precise grading.
  2. Final Grade-Soils, serves as the soils engineer's certificate of compliance for earthwork and onsite paving.
  3. Final Landscape, serves as the landscape architect's certificate of compliance for landscape work.
  4. WQMP Operations and Maintenance Plan Sheet.

**IMPORTANT NOTES:**

- For additional information, refer to Grading, Street Improvement and Landscape Project Documentation Checklist.
  - For developments having multiple buildings, certifications may be provided prior to occupancy of the last building, please coordinate with the grading/offsite inspector.
- ❑ **INFORMATIONAL ATTACHMENTS AND FORMS** The following are attached for your convenience. Attachments with an asterisk (\*) are to be removed and posted in the jobsite construction trailer.

**IMPORTANT NOTE:** A complete and updated set of Information Bulletins may be accessed online by visiting [www.cityofirvine.org](http://www.cityofirvine.org), then clicking successively on Government, Community Development, Building and Safety, Building and Safety, Informational Bulletins, or:

[www.cityofirvine.org/community-development/informational-bulletins](http://www.cityofirvine.org/community-development/informational-bulletins)

1. [Prohibited Signs and Banners;](#)
2. [Information Bulletin No. 147, Certification and Transfer of Responsibility Requirements for Grading, Civil, and Landscape Design Professionals and Contractors](#)
  - a. [Rough Grade Civil \(form 65-90\);](#)
  - b. [Rough Grade Soils \(form 65-91\);](#)
  - c. [Final Grade Civil \(form 65-88\);](#)
  - d. [Final Grade Soils \(form 65-89\);](#)
  - e. [Final Landscape \(form 40-57\);](#)
3. [Information Bulletin No. 292, Fuel Modification Plan and Program Requirements;](#)
4. [Grading and Landscape Project Documentation Checklist;](#)
5. [Construction Site Security General Requirements;](#)
6. [User's Guide To Automated Inspection Request System \(form 66-90\);](#)
7. [WQMP Operations and Maintenance Plan Sheet \(form 65-30\);](#)
8. [Overtime Grading and Offsite Inspection Request \(form 66-103A\);](#)
9. [Current City of Irvine Calendar of Federal Holidays and Closed for Business Days \(\\*\);](#)
10. [Construction Work Hours Placard \(\\*\);](#)
11. [Construction Traffic Placard \(\\*\);](#)
12. [Project Contact Information Form \(Upon completion, to be retained by the grading inspector\).](#)