



**TOWN OF TRUCKEE**  
**COMMUNITY DEVELOPMENT DEPARTMENT**  
BUILDING AND SAFETY DIVISION

## Grading Permit Request Form

**SITE INFORMATION:**

Site Address: \_\_\_\_\_ Parcel Number: \_\_\_\_\_  
Subdivision: \_\_\_\_\_ Unit No.: \_\_\_\_\_ Lot No.: \_\_\_\_\_

**APPLICANT:**

Owner  Contractor  Agent

Print Name: \_\_\_\_\_  
Phone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_ Email Address: \_\_\_\_\_

**OWNER:**

Owner (s) Name (as on deed): \_\_\_\_\_ Phone No.: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Fax No.: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_ Email Address: \_\_\_\_\_

**CONTRACTOR:**

Contractor's Name (as on license): \_\_\_\_\_ Phone No.: \_\_\_\_\_  
Contractor's License Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Fax No.: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_ Email Address: \_\_\_\_\_

**DESIGN PROFESSIONAL IN RESPONSIBLE CHARGE:**

(Check one)  Architect  Engineer

Architect's Name (as on license): \_\_\_\_\_ Phone No.: \_\_\_\_\_  
Architect's License Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
Engineer's Name (as on License): \_\_\_\_\_ Phone No.: \_\_\_\_\_  
Engineer's License No.: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

**CONTACT PERSON FOR THE PROJECT:** \_\_\_\_\_ Phone No.: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Email Address: \_\_\_\_\_

**When form is complete, SAVE the completed form on your computer, and then attach to email, OR choose "attach to email" in Acrobat.**

**Send email to: [cdd@townoftruckee.gov](mailto:cdd@townoftruckee.gov)**

<b>Grading:</b> Number of Cubic Yards: _____	<b>Valuation:</b> (cost of labor and materials): \$ _____
---	--

**Engineering / Stormwater**

- Area of Disturbance: \_\_\_\_\_sf
- What is the nearest water body:
  - Truckee River  Donner Lake  Donner Creek  Trout Creek  Prosser
  - Alder Creek  Martis Creek  Cold Stream  Other \_\_\_\_\_
- Approximate distance from water body:
  - <250'  250'-500'  500'-1/4mi  >1/4mi
- Construction start date: \_\_\_\_\_

**If the answer to any question below is 'Yes', water quality threat is high**

1. Do property slopes exceed 10%?      Yes     No
2. Is site disturbance greater than 1 acre?    Yes     No
3. Is project within 250 feet of a water body?    Yes     No
4. Are you starting construction during the rainy season?  
(October 15<sup>th</sup> - May 1<sup>st</sup>)                                      Yes     No

**\*NOTE:** If yes to #4, inspection 101 (site compliance) must be scheduled and inspected **prior** to any land disturbance.  
 I understand and will comply  N/A

**Detailed Scope of Work:**

**I certify that I have read and understand all the requirements and I have provided all required information.**

Applicant's Signature: \_\_\_\_\_ Date Submitted: \_\_\_\_\_



### Grading Only Permit Acknowledgment

The Town of Truckee will issue a grading only permit for Single Family Residences (SFR) that have shown a clear expectation that construction will commence within the time limit set forth below. The Town of Truckee will only issue a grading permit during the dates of May 1 and September 30 of each year as weather permits. Any submittal not during the dates of May 1 – September 30, will be reviewed on a case by case situation as determined by the Town of Truckee Building Division and Engineering Division.

I, \_\_\_\_\_, will begin grading only construction work at the project located at \_\_\_\_\_. Plans have been submitted for permit of the complete project, are not yet approved and permits are not yet ready to issue. I understand and take responsibility for the following:

- Work that occurs prior to issuance of the building permit for the complete project is done at my risk.
- Work will comply with applicable codes of the Town of Truckee, the State of California, and approved plans.
- Work covered without first having had an inspection will be uncovered for inspection.
- Understanding that work is proceeding before the plans are approved and permits issued may result in construction changes. **I accept this responsibility and will make whatever changes are required at my expense.**
- Work will commence no later than 30 days from completion of the Town of Truckee’s plan review and plans have been approved and permit is ready to issue.
- No utility installation shall occur under this grading permit unless approval from said utility district(s) is obtained. A copy of such approval shall be forwarded to the Building Department prior to requesting any inspection of the utility. Further, by signing this document, you agree to contact the appropriate utility companies within 48 hours of the grading permit being issued.

\_\_\_\_\_  
Owner or Contractor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contractor’s License No.