



*Planning & Permitting Division  
Permit Assistance Center*

# GRADING PERMIT APPLICATION PACKET



## ***Contents***

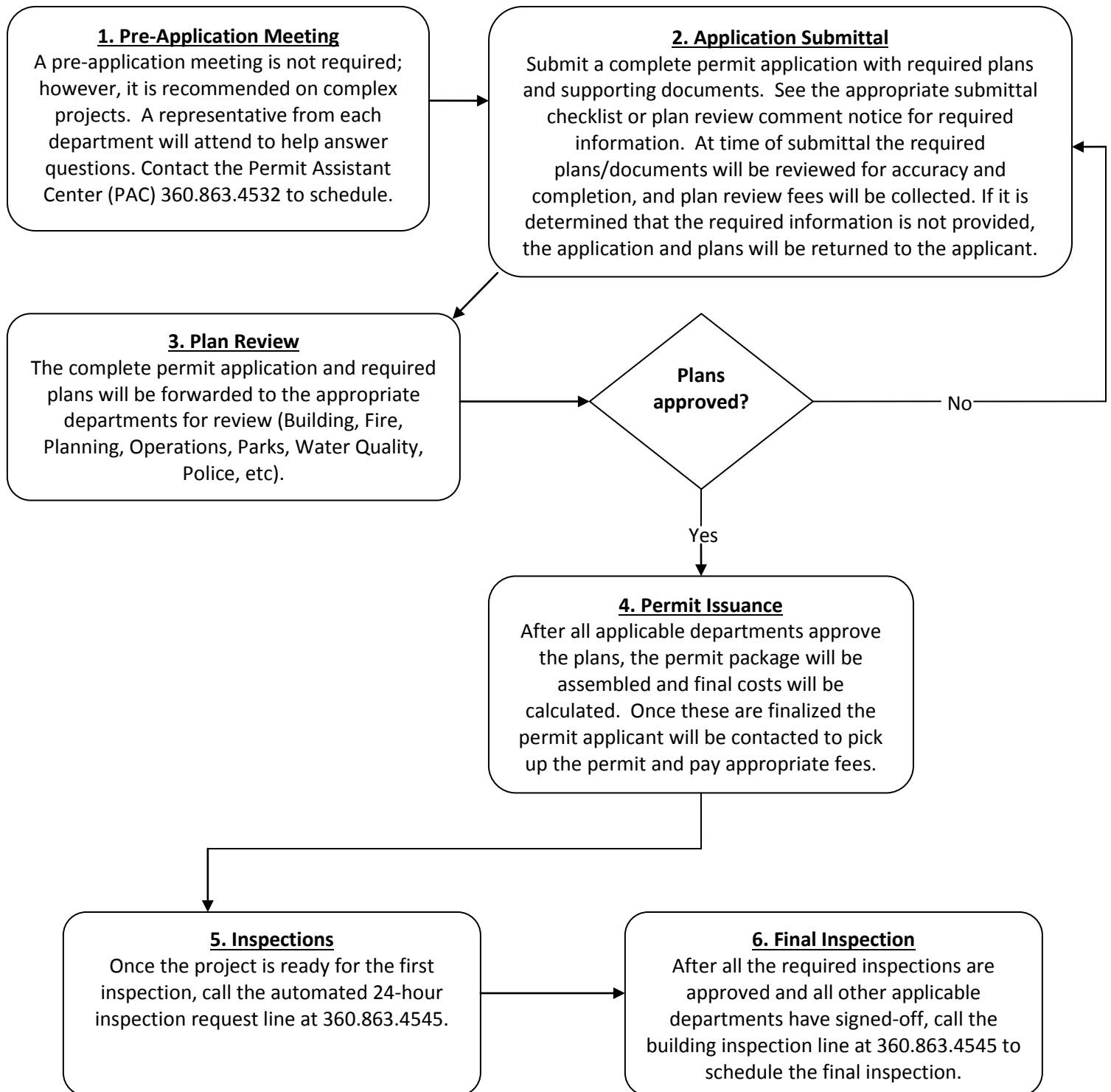
- 1) Grading Permit Process Flow Chart*
- 2) Combined Permit Application*
- 3) Stormwater Management Requirements/Flow Chart*
- 4) Submittal Checklist*

**This is intended only as an informational guide. The information may not be complete and is subject to change.**

**Please verify accuracy of this information / form prior to submitting.**

806 West Main Street, Monroe, WA 98272  
Phone (360) 794-7400 Fax (360) 794-4007 [www.monroewa.gov](http://www.monroewa.gov)

# Grading Permit Process Flow Chart





**CITY OF MONROE**

806 West Main Street • Monroe, WA 98272  
 Phone: (360) 794-7400 • Fax: (360) 794-4007

FOR OFFICE USE ONLY

PERMIT #(s) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**COMBINED PERMIT APPLICATION**

**Permit Submittal Hours Monday through Friday:**  
 Monday – Friday 8:00 am – 12:00 pm & 1:00 pm – 5:00 pm

- | Building   | Other   | Fire  | Land Use  |
|--|---|---|---|
| <input type="checkbox"/> Building (new construction)<br><input type="checkbox"/> Commercial T/I<br><input type="checkbox"/> Demolition<br><input type="checkbox"/> Garage/Carport<br><input type="checkbox"/> Mechanical<br><input type="checkbox"/> Plumbing<br><input type="checkbox"/> Residential Remodel<br><input type="checkbox"/> Sign<br><input type="checkbox"/> Other _____ | <input type="checkbox"/> Engineering Review<br><input type="checkbox"/> Fencing<br><input type="checkbox"/> Grading<br><input type="checkbox"/> Retaining wall<br><input type="checkbox"/> Rockery<br><input type="checkbox"/> Right-of-Way Disturbance<br><input type="checkbox"/> Special Flood Hazard Area<br><input type="checkbox"/> Utility Service | <input type="checkbox"/> Fire Alarm<br><input type="checkbox"/> Fire Sprinkler<br><input type="checkbox"/> High Piled Storage<br><input type="checkbox"/> Hood Suppression<br><input type="checkbox"/> Spray Booth<br><input type="checkbox"/> Tents & Canopies<br><input type="checkbox"/> Other _____ | <input type="checkbox"/> Accessory Dwelling Unit<br><input type="checkbox"/> Boundary Line Adjustment /Lot Consolidation<br><input type="checkbox"/> Conditional/Special Use<br><input type="checkbox"/> Land Clearing/Forest Practices<br><input type="checkbox"/> Planned Residential Development<br><input type="checkbox"/> Shoreline Permit<br><input type="checkbox"/> Short Plat<br><input type="checkbox"/> Subdivision/Plat<br><input type="checkbox"/> Variance<br><input type="checkbox"/> Other _____ |

**NOTE: All required Electrical Permits will be issued by the Dept. of Labor & Industries.**

**THIS APPLICATION WILL NOT BE ACCEPTED WITHOUT COMPLETED SUBMITTAL REQUIREMENTS**

Site Address or Property Location: \_\_\_\_\_

Size of site (acre/square feet): \_\_\_\_\_

Assessor's Tax Parcel Number (14 digits): \_\_\_\_\_

Applicant: \_\_\_\_\_ Phone # (\_\_\_\_) \_\_\_\_\_

\*Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Fax # (\_\_\_\_) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ E-mail \_\_\_\_\_

Property Owner: \_\_\_\_\_ Phone # (\_\_\_\_) \_\_\_\_\_

\*\*Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Fax # (\_\_\_\_) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ E-mail \_\_\_\_\_

**Attach a separate sheet for additional property owners/additional addresses**

**\*Applicant:** By your signature above, you hereby certify that the information submitted is true and correct and that you are authorized by the property owner(s) to act on their behalf.

**\*\*Property Owner(s):** By your signature above, you hereby certify that you have authorized the above Applicant to make application on your behalf for this application.

## Combined Permit Application - Page 2

---

A grading permit is required for any project that includes grading, excavation and earthwork construction, including fills and embankments.

Description of project:

---

---

---

---

---

---

---

---

---

---

Grading Project Cost \$ \_\_\_\_\_

Amount Cut \_\_\_\_\_ cubic yards

Amount Fill \_\_\_\_\_ cubic yards

Engineer name \_\_\_\_\_

Company \_\_\_\_\_ License Number \_\_\_\_\_

Address \_\_\_\_\_

---

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

Contractor/Contact name \_\_\_\_\_

Company \_\_\_\_\_ License Number \_\_\_\_\_

Address \_\_\_\_\_

---

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

## Combined Permit Application - Page 3

---

### Additional Information:

- All grading shall conform to Appendix J of the International Building Code as amended by the City of Monroe, and any other state or city requirements.
- The ground surface shall be prepared to receive fill by removing vegetation and other unsuitable material.
- Fill material shall have no more than minor amounts of organic materials and shall have no rocks, concrete, and other irreducible material with a maximum dimension greater than twelve inches.
- Grading permits may require a SEPA determination. Please contact the City of Monroe Planning Department.

## **10 Minimum Requirements for Stormwater Management (Per DOE SWMMWW)**

1. Preparation of Stormwater Site Plans (Also called a TESC – Temporary Erosion Sediment Control Plan)
2. Construction Stormwater Pollution Prevention Plan (Also called a SWPPP – This document details how your project will address all twelve elements)
  - a. Mark Clearing Limits
  - b. Establish Construction Entrance
  - c. Control Flow Rates
  - d. Install Sediment Controls
  - e. Stabilize Soils
  - f. Protect Slopes
  - g. Protect Drain Inlets
  - h. Stabilize Channels and Outlets
  - i. Control Pollutants
  - j. Control De-Watering
  - k. Maintain BMPs (Best Management Practices)
  - l. Manage the Project
3. Source Control of Pollution
4. Preservation of Natural Drainage Systems and Outfalls
5. Onsite Stormwater Management
6. Runoff Treatment (water quality treatment)
7. Flow Control
8. Wetlands Protection
9. Basin/Watershed Planning
10. Operation and Maintenance

\*For more detail regarding the minimum requirements see *Volume 1* of the *DOE Stormwater Management Manual for Western Washington* available at the Washington State Department of Ecology website: <http://www.ecy.wa.gov/programs/wq/stormwater/manual.htm>

## PERMIT SUBMITTAL COMPLETENESS CHECKLIST

### GRADING

<b>Project name:</b>		<b>Accepted by/Date:</b>	
<b>Project address:</b>		<b>File number:</b>	

**THE PURPOSE OF THIS CHECKLIST IS TO DETERMINE COMPLETENESS OF A SUBMITTAL.  
 THE CHECKLIST DOES NOT VERIFY THE ACCURACY OF MATERIALS RECEIVED.  
 Indicate the sheet number for each item in the left-hand column.**

#### GENERAL PROJECT SUBMITTALS

Sheet #	N/A	Office Use Only	
			Completed Combined Permit Application.
			Four (4) copies of grading plans.
			Four (2) copies of any reports submitted.
			Four (2) copies of reports.
			Four (2) copies of a Stormwater Pollution Prevention Plan (SWPPP) meeting the requirements of the MMC 15.01, including temporary erosion and sedimentation control.

#### GRADING PLAN REQUIREMENTS

Sheet #	N/A	Office Use Only	
			Site plan at a scale of 1" = 50' or larger.
			Show lot lines, easements, and rights-of-way with dimensions on and within 100 feet of the site.
			Provide vicinity map, legal description, and assessor's tax parcel number.
			Show existing and proposed land use and buildings, existing and proposed roads and utilities. Show dimensions and distances to property lines.
			Grading involving 5,000 cubic yards or more shall have plans prepared and stamped by a civil engineer licensed in the State of Washington.

**NOTES:**
