



# Town of Moraga

PUBLIC WORKS/ENGINEERING  
DEPARTMENT

## Grading Permits

If you have received an approval of your preliminary grading plan from the Design Review Board, Planning Commission or Town Council and your Conditions of Approval require you to obtain a grading permit:

- Submit grading plans for review by the Public Works Department and the Planning Department.
- **Please expect up to 6 weeks for review of your first submittal, up to 4 weeks for review of your second resubmittal, and up to 2 weeks for every review thereafter.**

### Preparing for submittal to the County Grading Division:

- After review by the Public Works Department and the Planning Department, you will submit the grading plans to the Contra Costa County Department of Conservation and Development, Grading Division (County Grading Division) for grading plan check.
- Prior to submitting to the County Grading Division, you must have your grading plans stamped by the Town and by the Central Contra Costa Sanitary District (Central San).
- Once your grading plans are stamped by the Town and Central San, you are ready to submit to the County Grading Division:
  - Complete an "Application for Permit,"
  - 3 copies of your stamped grading plans,
  - copy of the soils report, and a
  - plan check fee.
- Upon completion of the grading plan check by the County Grading Division, and approval by the Town, the County Grading Division will issue you a grading permit for construction. An inspection fee will be due at the time of issuance of your permit for construction.

To obtain a copy of the application materials, or for more information on the grading permit review process, please contact the Public Works Department at **(925) 888-7026**, or by e-mail at **publicworks@moraga.ca.us**.

**Other useful information to help you through the grading permit process:**

- Contra Costa County Department of Conservation and Development  
Grading Division  
**Lamorinda Office**  
3685 Mt. Diablo Blvd #120  
Lafayette, CA 94549  
(925) 299-0263  
(925) 299-0134 FAX
- **Martinez Office (main)**  
30 Muir Road  
Martinez, CA 94553  
(925) 674-7200  
(925) 674-7238 FAX
- Central Contra Costa Sanitary District  
5019 Imhoff Place  
Martinez, CA 94553  
(925) 228-9500
- Moraga Grading Ordinance
- C.3 Guidebook (Storm water and clean water facilities)
- Standard Plans (Contra Costa County)
- Standard Plans (Caltrans)



## APPLICATION FOR PERMIT

<b>PERMIT #</b> _____	<b>PARCEL #</b> _____	<b>NTC:</b> Yes <input type="checkbox"/> No <input type="checkbox"/>										
<b>PROJECT LOCATION</b>												
STREET ADDRESS _____ CITY/AREA _____												
APPLICANT NAME _____	PROPERTY OWNER <input type="checkbox"/> SAME AS APPLICANT											
MAILING ADDRESS _____	NAME _____											
CITY/STATE/ZIP _____	STREET ADDRESS _____											
PHONE # _____	CITY/STATE/ZIP _____											
EMAIL _____	PHONE # _____											
<b>CONTRACTOR</b>	<b>LICENSE #</b>	<b>PHONE #</b>										
<b>NAME</b> _____	_____	_____										
MAILING ADDRESS/CITY/STATE/ZIP _____												
<b>LICENSED DESIGN PROFESSIONAL (ARCHITECT OR ENGINEER)</b>												
<b>NAME</b> _____	<b>LICENSE #</b>	<b>PHONE #</b>										
_____	_____	_____										
MAILING ADDRESS/CITY/STATE/ZIP _____												
DETAILED JOB DESCRIPTION _____												
		<b>VALUATION \$</b>										
<b><u>Information required to be on file:</u></b> <ul style="list-style-type: none"> <li>• Authorized signature</li> <li>• Workers' compensation insurance</li> <li>• Current California contractor license</li> </ul>		<ul style="list-style-type: none"> <li>• Does this project include any trenching, grading, or fill within the drip line of any tree? Yes <input type="checkbox"/> No <input type="checkbox"/></li> <li>• Does this project involve any grading? Yes <input type="checkbox"/> No <input type="checkbox"/></li> <li>• How many cubic yards? _____</li> </ul>										
<b><u>Documentation required:</u></b> <ul style="list-style-type: none"> <li>• Three (3) copies of plot plans</li> <li>• Three (3) sets of construction plans</li> <li>• Energy compliance data on each lot</li> <li>• Health Dept. and/or Sanitary clearance</li> <li>• Drainage fee area</li> <li>• Grading pad cert./soil report</li> <li>• Structural Calculations</li> <li>• School District Receipt</li> </ul> Other: _____		<b>OWNER/APPLICANT</b> NAME (print) _____ _____ <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;"><b>SIGNATURE</b></td> <td style="width: 40%;"><b>DATE</b></td> </tr> <tr> <td> </td> <td> </td> </tr> </table> <p style="text-align: center; font-weight: bold; font-size: 1.2em;">↓ PLANNING DEPARTMENT ↓</p> <table style="width: 100%;"> <tr> <td style="width: 33%;">ZONING</td> <td style="width: 33%;">GP</td> <td style="width: 33%;">FLOOD</td> </tr> <tr> <td></td> <td></td> <td style="text-align: center;">ZONE</td> </tr> </table> COMMENTS: _____ _____	<b>SIGNATURE</b>	<b>DATE</b>			ZONING	GP	FLOOD			ZONE
<b>SIGNATURE</b>	<b>DATE</b>											
ZONING	GP	FLOOD										
		ZONE										
<b>East County</b> 1191 Central Blvd #C Brentwood, CA 94513 Tel: 925-427-8850 Fax: 925-427-8838	<b>Lamorinda</b> 3685 Mt Diablo Blvd #120 Lafayette, CA 94549 Tel: 925-299-0263 Fax: 925-299-0134	NAME (print) _____ _____ SIGNATURE _____ DATE _____										

**LICENSED CONTRACTOR'S DECLARATION**

I hereby affirm under penalty of perjury that I am licensed under provisions of Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code, and my license is in full force and effect.

License Class \_\_\_\_\_ License No. \_\_\_\_\_

Date \_\_\_\_\_ Contractor Signature \_\_\_\_\_

**OWNER-BUILDER DECLARATION**

I hereby affirm under penalty of perjury that I am exempt from the Contractors' State License Law for the reason(s) indicated below by the checkmark(s) I have placed next to the applicable item(s) (Section 7031.5, Business and Professions Code: Any city or county that requires a permit to construct, alter, improve, demolish, or repair any structure, prior to its issuance, also requires the applicant for the permit to file a signed statement that he or she is licensed pursuant to the provisions of the Contractors' State License Law (Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code) or that he or she is exempt from licensure and the basis for the alleged exemption. Any violation of Section 7031.5 by any applicant for a permit subjects the applicant to a civil penalty of not more than five hundred dollars (\$500).):

I, as owner of the property, or my employees with wages as their sole compensation, will do  all of or  portions of the work, and the structure is not intended or offered for sale (Section 7044, Business and Professions Code: The Contractors' State License Law does not apply to an owner of property who, through employees' or personal effort, builds or improves the property, provided that the improvements are not intended or offered for sale. If, however, the building or improvement is sold within one year of completion, the Owner-Builder will have the burden of proving that it was not built or improved for the purpose of sale.)

I, as owner of the property, am exclusively contracting with licensed Contractors to construct the project (Section 7044, Business and Professions Code: The Contractors' State License Law does not apply to an owner of property who builds or improves thereon, and who contracts for the projects with a licensed Contractor pursuant to the Contractors' State License Law.)

I am exempt from licensure under the Contractors' State License Law for the following reason:

By my signature below I acknowledge that, except for my personal residence in which I must have resided for at least one year prior to completion of the improvements covered by this permit, I cannot legally sell a structure that I have built as an owner-builder if it has not been constructed in its entirety by licensed contractors. I understand that a copy of the applicable law, Section 7044 of the Business and Professions Code, is available upon request when this application is submitted or at the following Web site: <http://www.leginfo.ca.gov/calaw.html>.

Date \_\_\_\_\_ Signature of Property Owner or Authorized Agent \_\_\_\_\_

**WORKERS' COMPENSATION DECLARATION**

WARNING: FAILURE TO SECURE WORKERS' COMPENSATION COVERAGE IS UNLAWFUL, AND SHALL SUBJECT AN EMPLOYER TO CRIMINAL PENALTIES AND CIVIL FINES UP TO ONE HUNDRED THOUSAND DOLLARS (\$100,000), IN ADDITION TO THE COST OF COMPENSATION, DAMAGES AS PROVIDED FOR IN SECTION 3706 OF THE LABOR CODE, INTEREST, AND ATTORNEY'S FEES.

I hereby affirm under penalty of perjury one of the following declarations:

I have and will maintain a certificate of consent to self-insure for workers' compensation, issued by the Director of Industrial Relations as provided for by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued. Policy No. \_\_\_\_\_

I have and will maintain workers' compensation insurance, as required by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued. My workers' compensation insurance carrier and policy number are: Carrier \_\_\_\_\_ Policy Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Name of Agent \_\_\_\_\_ Phone # \_\_\_\_\_

I certify that, in the performance of the work for which this permit is issued, I shall not employ any person in any manner so as to become subject to the workers' compensation laws of California, and agree that, if I should become subject to the workers' compensation provisions of Section 3700 of the Labor Code, I shall forthwith comply with those provisions.

Date \_\_\_\_\_ Signature of Applicant \_\_\_\_\_

**DECLARATION REGARDING CONSTRUCTION LENDING AGENCY**

I hereby affirm under penalty of perjury that there is a construction lending agency for the performance of the work for which this permit is issued (Section 3097, Civil Code).

Lender's Name \_\_\_\_\_

Lender's Address \_\_\_\_\_

By my signature below, I certify to each of the following:

I am the property owner or authorized to act on the property owner's behalf. I have read this application and the information I have provided is correct. I agree to comply with all applicable city and county ordinances and state laws relating to building construction. I authorize representatives of this city or county to enter the above-identified property for inspection purposes.

Date \_\_\_\_\_ Signature of Property Owner or Authorized Agent \_\_\_\_\_