



PLANNING AND DEVELOPMENT SERVICES

BOISE CITY HALL: 150 N. CAPITOL BLVD | MAIL: PO BOX 500, BOISE ID 83701-0500
CITYOFBOISE.ORG/PDS | P: 208-608-7100 | F: 208-384-3753 | TTY/TTD: 800-377-3529

PDS	Document Number
	#416

Residential Rough Grading Submittal Checklist

Date: _____ Project: _____ Permit#: _____

Site Address: _____

Application Submittal

Grading permit applications and plans are submitted to the city through our Electronic Plan Review System. This checklist must be completed as part of the required documentation.

Our ePlanReview system lets you submit documents and plans electronically for review. Go to www.cityofboise.org/pds for more information. All electronic files must meet the requirements specified in the "Electronic Plan Review Submittal Standards" document. Electronic Files that do not meet these requirements will not pass pre-screen review. www.cityofboise.org/pds/ePlanReviewStandards

Application Acceptance

- Incomplete submittals will not be accepted. Applicants with incomplete submittals must upload additional documents and work with staff to provide the correct documentation.
- Plans must be accepted as complete, and all review fees must be paid before review can begin.

Instructions

- Checklist must be completed by the project's Idaho-licensed design professional of record (or applicant if design professional not required) and uploaded with the application, and the plans and documents (ePlanReview).
- The checklist is not complete unless all information is filled out, all appropriate boxes are checked and all plan page numbers are listed.

Documents Provided

Yes N/A

- Application #416 – Residential Rough Grading Application**

- Form #310 – Statement of Special Inspections** Completed by the design engineer or professional, if applicable such as for structural fill/compaction.
- Planning & Zoning Letter of Approval** if located in a hillside or floodplain (CFH case).
- Soils and Geotechnical Report** Stamped and signed by an Idaho licensed engineer, geologist, or soil scientist competent to practice in the subject matter. The report shall include material placement, specifications, and compaction and material testing requirements.

Plans Provided

Yes N/A

- Plans** drawn to scale on 18"x24" minimum size plan sheets. Civil plans stamped and signed by an Idaho licensed engineer or professional.
- Table of Contents/Drawing Index.** [Page(s) _____]
- Vicinity Map** showing location of the property with street names identified. [Page(s) _____]
- Specify Required Special Inspections on Plans** (such as for structural fill/compaction). [Page(s) _____]
- Site Grading Plans** stamped and signed by an Idaho licensed engineer or professional. Include total cubic yards of earth to be moved. [Page(s) _____]

Erosion & Sediment Control Plans & Documents

Note: For more ESC permit and submittal requirement information and resources, please see the [ESC Webpage](#) or contact the [ESC Inspectors](#).

Determine if an ESC permit is required:

Yes N/A

- Does the project have significant soil disturbance on the parcel, greater than 2500 sq. ft. (0.057 acres) surface area disturbance and/or new building greater than 500 sq. ft. in a basement or ground floor? If yes, please complete this section. If no, an ESC permit is not required and no further information is required.
- Does this project have a related ESC permit previously issued for significant soil disturbance related to this submittal? If yes, please list related ESC permit number: _____.
- All ESC permits require that a certified City of Boise ESC Responsible Person who will be on-site to be listed, if that person is known at this time, please list name and/or RP license#: _____

If ESC permit is required, please select ESC permit type. See also [ESC Permit Policy](#)

- General Permit-** residential construction not in hillside zone or environmentally sensitive area. No ESC plan submittal required.
- Site Specific Permit-** all commercial, grading, hillside zones, and environmentally sensitive construction projects: requires ESC plan submittal and review.
 - ESC Plan-ESC/SWPPP site plan and ESC plan/SWPPP narrative submitted in document folder in ePlanReview.
 - ESC Plan Wavier Request Form #703 (submitted in documents folder in ePlanReview.
- ESC plan already approved under related ESC permit listed above.

NOTE: *As a condition of approval, the applicant shall comply with a list of grading permit conditions prepared by the Public Works department. Bonding for site restoration may also be required.*

Applicant Acknowledgement

I, the undersigned, have completed the above checklist noting all pages and supporting documents for the project.

Name of Submitting Design Professional of Record
(or applicant if design professional not required)

Date