



Grading & Excavation

Information Application & Checklist

Yakima County Public Services ~ Building & Fire Safety Division
128 North 2nd Street, Yakima, WA 98901 ~ Office (509) 574-2300

BEFORE YOU BEGIN ANY GRADING OR EXCAVATION WORK **YOUR GRADING PERMIT MUST BE APPROVED AND ISSUED**

This Brochure is relevant to Grading and Excavation Permit requirements. Please review this entire brochure as it pertains to your application, plan submittal, site plan requirements, work that is exempt from a grading permit, when engineering is required, etc.

Purpose: A Grading Permit allows Yakima County to review your project prior to excavation to determine how the proposed activity will impact the environment, structures, or neighboring properties.



A GRADING PERMIT DOES NOT INCLUDE PROJECTS AS DESCRIBED BELOW FOR MINING TYPE OPERATIONS.
PLEASE SEE THE PLANNING DIVISION REGARDING ZONING & LAND USE REGULATIONS.

(REFERENCE FROM YAKIMA COUNTY CODE TITLE 19 DEFINITIONS)

- ❖ “Mining site/operation” means a tract of land and the operations necessary to excavate, process, stockpile, or remove materials such as sand, gravel, aggregate, rock or other mineral resources. The retail, wholesale, contract purchase, or transfer of mineral products is within the scope of this definition.
- ❖ “Mineral batching” includes the batching of sand and gravel or rock into asphalt or cement concrete.
- ❖ “Mineral processing” means the crushing, non- chemical washing (including sedimentation ponds), screening, sorting, stockpiling and blending of rock, sand, gravel and other earth, natural materials and/or precious metals. Processing does not include batching of sand and gravel or rock into asphaltic or Portland cement concrete products, the manufacturing of products such as concrete pipe, bricks, concrete forms and the like or the chemical blending or extraction of precious or semi- precious minerals.



ADDITIONAL YAKIMA COUNTY DEPARTMENTS, HANDOUTS, AND WEBSITE

INFORMATION THAT MAY BE OF ASSISTANCE

- Planning Division for Land Use and SEPA
- Tax parcel information: www.yakimap.com
- Yakima County Forms: www.yakimacounty.us/publicservices/PermitsApplicationsForms/
- Yakima Regional Clean Air Authority: (509) 834-2050.
- SEPA: www.ecy.wa.gov/programs/sea/sepa/e-review.html

Common Grading Terminology:

➤ **Fill** is a deposit of earth material placed by artificial means (such as a dump truck or a backhoe). Only natural materials such as rock, gravel and dirt may be used for fill.

Fill that is NOT allowed:

- ♦ **Asphalt.**
- ♦ **Concrete larger than 12" in size.**
- ♦ **Tree stumps and other debris.**

➤ **Cuts** are the removal of any and materials on the land by artificial means to lower any portion of the land.

➤ **Redistribution** means the moving of any and all materials within the property boundaries to alter (cut or fill) the elevations on any portion of the land.

➤ **Volume of materials is based on the total sum of cubic yards of ALL CUTS and FILL of excavated materials.**

EXEMPTIONS : Ordinance 4-2021 Adopted May 4, 2021

A grading permit is not required for the following activities shown below:

Exemption from the permit requirements of this appendix shall not be deemed to grant authorization for any work to be done in any manner in violation of the provisions of this code or any other laws or ordinances of this jurisdiction.

13.05.160 Amendment to Appendix Chapter J, Grading, Section J103.2 Exemptions. Section J103.2 of Appendix Chapter J of the International Building Code, 2018 Edition, is hereby amended as follows:

J103.2 Exemptions. A grading permit is not required for the following:

1. When approved by the Building Official, grading in an isolated, self-contained area if there is no danger to the public, and that such grading will not adversely affect adjoining properties.
(A grading application is required).
2. An excavation below finished grade for basements and footings of a building, retaining wall or other structure permitted under this code. This shall not exempt any fill made with the material from such excavation or exempt any excavation having an unsupported height greater than 5 feet (1524 mm) after the completion of such structure.
3. Cemetery graves.
4. Refuse disposal sites permitted by other regulations.
5. Excavations for wells, tunnels, or trenches for utilities.
6. Mining, quarrying, excavating, processing, or stockpiling of rock, sand, gravel, aggregate or clay controlled by other regulations, provided such operations do not affect the lateral support or increase the stresses in or pressure upon any adjacent property.
7. Exploratory excavations under the direction of registered design professional.
8. An excavation which (1) is less than 3 feet (915 mm) in
- than 6 feet (1829 mm) in height and steeper than 1 unit vertical in 1 1/2 units horizontal (66.7% slope).
9. A fill less than 2 foot (610 mm) in depth and placed on natural terrain with a slope flatter than 1 unit vertical in 5 units horizontal (20% slope), or less than 4 feet (1219 mm) in depth, not intended to support structures, which does not exceed 100 cubic yards (76.6 m³) on any one lot and does not obstruct or divert a drainage channel.
10. Test holes done under the provisions of an on-site sewage disposal permit application.
11. Grading, including roads, bridges and municipal construction, which is designed to Washington State Department of Transportation (WSDOT), American Public Works Association (APWA) or Federal Highway Administration (FHWA) standards and specification where such grading is subject to review and approval of a local government agency or a state or federal agency.
12. When approved by the Building Official, temporary grading work necessary to protect property.
13. Grading work which:
 - a. Is not intended to support structures, and
 - b. Is not subject to permitting requirements of other regulations.

depth, or (2) which does not create a cut slope greater

GRADING & EXCAVATION SITE PLAN REQUIREMENTS

Plans shall be drawn to scale upon suitable material. Plans shall be of sufficient clarity to indicate the nature and extent of the proposed work and show in detail that they will conform to the provisions of the code and all relevant laws, ordinances, rules and regulations.

PLEASE NOTE: AERIAL PHOTOS MAY BE SUBMITTED, HOWEVER ARE NOT ACCEPTABLE IN LIEU OF A SITE PLAN.
Aerial photos do not copy well to distribute to other departments and agencies.

- Site plan shall be submitted on a minimum 8½" x 11" size paper. If a larger size site plan is used, please submit a reduced copy on a maximum 11" x 17".
- Use a standard scale (i.e.: ¼", ½") and indicate which scale was used on the site plan (i.e.: ¼" = 20').
- Size of the drawing needs to be sufficient to the level of detail required to meet all applicable codes and laws relevant to the work being described.

1. **The first sheet of each set of plans shall have:**
 - a. Name and address of the owner and the person by whom they were prepared.
 - b. The location of the work.
 - c. General vicinity of the proposed site.
2. Property lines and accurate contours of existing ground and details of terrain and area drainage.
3. Limiting dimensions elevations or finish contours to be achieved by the grading and proposed drainage channels and related construction.
4. Detailed plans of all surface and subsurface drainage devices, walls, cribbing, dams and other protective devices to be constructed with, or as part of, the proposed work together with a

map showing the drainage area and the estimated runoff of the area served by any drains.

5. Location of any buildings or structures on the property where the work is to be performed.
6. Provide the location of any buildings or structures on adjacent parcels which are within 200 feet of the property or which may be affected by the proposed grading operations.
7. Recommendations included in the soils engineering report and the engineering geology report shall be incorporated in the grading plans or specifications. When approved by the Building Official, specific recommendations contained in the soils report and the engineering geology reports, which are applicable to grading, may be included by reference.
8. The dates of the soils engineering and engineering geology reports together with the names, addresses and phone numbers of the firms or individuals who prepared the reports.
9. Show calculations of maximum cuts/fills.
10. Detail descriptions of fill materials to be used or destination of materials to be removed.

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Grading & Excavation Application

Building & Fire Safety Division – Yakima County Public Services

Tax Parcel Number : (Reference WWW.YAKIMAP.COM for assistance) Range Township Section - xxxx Example: 181314 - 12345	Office Use Only: DATE: _____
	Case # GRD
	LAND USE / ZONING: _____
	PC: _____

Job site address or location: _____

Please complete ALL sections of the people / agency associated with this project

Property Owner: Mailing Address: City, State, ZIP: E-mail (please print):	Daytime Phone: _____
Applicant/Agent: Mailing Address: City, State, ZIP: E-mail (please print):	Daytime Phone: _____
Engineer: Mailing Address: City, State, ZIP: E-mail (please print):	Daytime Phone: _____
Contact Person: E-mail (please print):	Daytime Phone: _____

By signing this application, I authorize employees / agents of Yakima County to enter onto the property which is the subject of this application during regular business hours. The sole purpose of entry is to make an examination of the property which is necessary to process this application.

I certify under penalty of perjury that the information furnished by me is true and correct to the best of my knowledge and further that I am authorized by the owner of the above premises to perform the work for which permit application is made.

(Circle Owner or Agent)

Owner / Agent: (Print Name)

Owner / Agent: (Signature)

Date:

Grading & Excavation Checklist

Building & Fire Safety Division – Yakima County Public Services

Office Use Only

GRD

Please complete the following questions and check boxes YES or NO as applicable to your project

(If necessary - please attach additional sheet of paper and cross-reference question numbers)

NOTE:

- **5,000 cubic yards** or more (total sum of both CUT & FILL) requires engineering, OR as determined by the Building Official.
- **501 cubic yards** or more of CUT & FILL require an environmental checklist (SEPA).

The developer and equipment operator shall meet with the appropriate department who is responsible for enforcing the grading permit, in order to become familiar with limits of the proposed grading. Please call (509) 574-2300 to make arrangements with the appropriate department as indicated below.

- Grading and excavation related to Building Permits, please contact the Building Department to arrange a meeting.
- Grading and excavation related to short plats, subdivisions, right-of-way improvements, or stream relocation, contact the Public Services Division.

1. Please give a detailed description of the proposed activity:

YES	NO	
2. <input type="checkbox"/>		Provide a completed Grading & Excavation Application
3. <input type="checkbox"/>		Provide a completed Grading & Excavation Checklist
4. <input type="checkbox"/>		Site plan (8 1/2" x 11" or 11" x 17") (see requirements within this packet)
5. <input type="checkbox"/>	<input type="checkbox"/>	Will the site preparation be for a proposed structure?
6.		If YES, what is the use of the proposed structure: _____ (A soils compaction test must be submitted when applying for a building permit)
7. <input type="checkbox"/>	<input type="checkbox"/>	Will the site preparation be for a retaining wall?
8.		If YES, what is the length _____. What is the maximum height _____ (bottom of footing to top of wall)
9. * <input type="checkbox"/>	<input type="checkbox"/>	Zoning / Subdivision decisions that may be associated with your project If *YES: Provide case number:
10. <input type="checkbox"/>		CUT – (Estimated quantity): [] cubic yards]
11. <input type="checkbox"/>		FILL – (Estimated quantity): [] cubic yards]
12. <input type="checkbox"/>		TOTAL SUM OF CUT AND FILL: [] cubic yards]

YES NO

13. Will the **CUT** and **FILL** be entirely within the site?

14. If **NO**: Will **FILL** be brought on site?

15. If **YES**: From where does imported **FILL** originate?

16. Will excavated materials be taken off site?

17. If **YES**: Where will excavated materials be deposited:

18. Does fill contain any potentially hazardous materials?

19. If **YES**, please describe:

20. Does the property contain the following? (Check if **YES**)

Slope greater than 15% Soft compressible soils

21. Briefly describe existing terrain, vegetation, structures, and improvements on subject site.

22. **Buildings on Adjacent Parcel within 200'** of the Property Lines of Proposed Grading/Excavation
(Please indicate type of structure and distance to P/L)

North

South

East

West

23. Has a soils report been completed on the subject site?

24. If **YES**, please submit with your application.

25. Is there a FEMA mapped flood-plain or floodway on the parcel?

26. If **YES**, is the project site located within the 100-year flood-plain or floodway?

27. Will the proposed grading change the points where storm water or groundwater enters or exits the site?

☎ Contact the Planning Division (509) 574-2300 for verification of:

28. Does the subject site contain any of the following features? (Check if **YES**)

Critical Area / Wetland Lake River Stream

29. Is any part of the proposed grading located within 200' feet of any stream or wetland located on the subject parcel and/or adjacent parcels?

30. Is the project site located within any shoreline jurisdiction on the subject parcel or adjacent parcel? If **YES**, provide name of the river.

