



Grading / Excavation Permit Submittal Checklist

02/16/2021 V1

**City of Boulder City
Community Development Dept
Building and Safety Division**

401 California Avenue
Boulder City, NV 89005
Main Line: (702) 293-9282
Email: buildingpermits@bcnv.org

This checklist is provided for the convenience of our customers. Complete and accurate plan submittals help speed the plan review process. Attention to the completeness and accuracy of information at the beginning of the process generally leads to fewer delays and requests for revisions by City staff. Please use the checklist to ensure your application includes all information necessary for a timely review of your plans.

The timeframe for permit issuance will be affected by how well and quickly an applicant responds to any corrections required as a result of the first review. The timeframe for permit issuance may also be affected if review or approval is required by the Historic Preservation Committee, Planning Commission or other City entity.

**The plan review timeframe for a first review of this project type is
2 – 3 weeks**

**Part. 1
Applicant's Responsibility**

Applicants are responsible for submitting complete applications.

Incomplete applications will not be reviewed until all plans/documents have been submitted.

Checklists are required to be filled out prior to submittal. A blank checklist will be considered an incomplete submittal and will not be reviewed.

A plan review deposit is required for this project type and an invoice will be emailed to the applicant. **The plan review fee must be paid prior to staff reviewing any plans/documents.**

**Part. 2
Prerequisites**

The following must be completed before a rough grading permit application can be accepted for processing:

- Approved Drainage (Hydrology) Study** (if applicable)

**Part. 3
Applicable Codes**

The project must meet the requirements of the City's adopted codes, ordinances, and regulations, as follows:

2018 International Building Code, with Southern Nevada Building Code Amendments
Clark County Standard Specifications for Offsite Construction

Clark County Regional Flood Control Hydrologic Criteria and Drainage Design Manual
Title 11, Zoning and Subdivisions (view at municode.com)

**Part. 4
Submittal Package**

All submittals are to be emailed to buildingpermits@bcnv.org

Including key words in the subject line such as "Initial Submittal – [provide address]"; "Revision – [provide application #]", etc., will assist in faster processing

We have a 20MB per email limit, so you may need to submit multiple emails or share your documents via Dropbox, OneDrive or other file-sharing site.

All documents must be digitally stamped/signed

Please provide the following items in your permit application package:

- Completed Grading / Excavation Permit Application**
Must include the property owner's email address
- Grading Plans**
Include a page index
Include gross acreage and CY of cut and fill on the cover sheet
Indicate North arrow
Indicate if Desert Conservation Mitigation Fees have been paid
Include all property lines and their dimensions

**Part. 5
Plan Contents**

Plans must contain the following minimum content requirements. This list is not intended to be all inclusive of every detail required on a set of building plans. Rather, it is provided to give an overview of the basic plan contents needed for the review of plan sets.

Grading Plan

- Earthwork Quantities**
*Provide earthwork quantities in cubic yards and scope of work
Designate a disposal area for any excess excavation*
- Cut and Fill**
*Provide the cut to fill transition line
Identify setback dimensions of cut and fill slopes from site boundaries*

**Part. 6
Other Information**

Clark County Requirements

- A Clark County Dust Control Permit must be obtained prior to any grading activities and an electronic copy must be provided to the City for our records*
- Clark County Desert Conservation Program (DCP) Land Disturbance / Mitigation Fees will be assessed and collected by the City on behalf of the County
NOTE: For large parcels, if most of the property will ultimately be graded, landscaped or built, applicants are advised to pay Clark County DCP fees for the entire property with this permit to avoid additional expenses and delays later for other permit submittals.*

HOA Approval

- Not required for a permit, unless per exception herein.*** *As a general rule, the City of Boulder City does not enforce private CC&R's associated with Homeowners Associations (HOA's). However, applicants are advised to seek approval of any applicable HOA in advance of submitting plans to the City. **EXCEPTION: Any construction on land or airspace owned by the HOA requires submission of approval from the HOA***



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 Community Development Department
 Building and Safety Division
 401 California Avenue
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Application For Grading / Excavation Permit

Main Line: (702) 293-9282

Building and Safety Division Email: buildingpermits@bcnv.org

Inspection Scheduling Hotline: (702) 293-9327

Inspection Scheduling Email: buildinginspections@bcnv.org

Website: www.bcnv.org/156/Community-Development

Project and Property Ownership Information

Section 1

Boulder City NV 89005
 Project Address City State Zip Code Parcel Number

Use Zone: _____ Project Type: Residential Commercial / Industrial Project Valuation: \$ _____

Parcel Square Footage: _____ Acreage: _____ Have Tortoise Fees Been Paid? Yes No (Check One)

Total Cut (in Cubic Yards): _____ Total Fill (in Cubic Yards): _____ Tortoise Permit No.: BC -

Scope of Work: _____

Are you an Owner / Builder? (Check One)
 Yes No

Property Owner Name _____

Address Where You Currently Reside - **Owner/Builder ONLY** City State Zip Code

Property Owner Phone Number _____ Property Owner Email Address _____

Permit Applicant Information

Section 2

Please note that a contractor **must** pull the permit for any grading / excavation on a commercial property.
 Permits cannot be issued as an Owner/Builder for commercial properties per State law.

Company Name (if Owner / Builder, enter "O/B") BC Business License No. State Contractor's License No.

Street Address City State Zip Code

Company Email Address (required) Contact Person Phone Number

Information Regarding Plan Submittal

Section 3

The application for grading / excavation shall be accompanied by a soil removal plan which clearly identifies the location for deposition upon removal from the site. Plans must be acceptable to the Building Official.

All grading permit applicants must contact the Clark County Department of Air Quality and Environmental Management to obtain a Dust Control Permit, regardless of the size of the grading project.

Clark County Department of Air Quality and Environmental Management location and contact information:
 500 South Grand Central Parkway, 1st Floor, Las Vegas NV 89155-5210
 (702) 455-5942 <http://www.clarkcountynv.gov/depts/daqem/Pages/default.aspx>

Signature of Applicant

Section 4

I hereby certify that the information provided above and as included with this application to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local laws regulating construction.

Applicant Signature _____ Applicant Name (please print) _____ Date _____

INFORMATION ON THIS PAGE TO BE COMPLETED BY COBC STAFF ONLY

Application Number: _____ Date of Application: _____ Routed by: _____

Permit Number: _____ Date of Issuance: _____ Issued by: _____

Fees		Fee Breakdown			
Section 5	Clark County Desert Conservation Program Land Disturbance / Mitigation Fees		Code	Fee Type	Fee Amount
	Mitigation Fee	\$ 550.00 per acre <small>(i.e., CC Land Disturbance Fee)</small>	BLDPER	Issuance	\$ _____
	Compliance Report Fee	\$ 25.00 for residential <small>(i.e., CC Land Disturbance Admin Fee)</small> \$ 50.00 for commercial	BLDPER	Grading / Excavation Permit	\$ _____
	City of Boulder City Land Disturbance Fee		PLNCK	Plan Review	\$ _____
	<small>\$100.00 per acre (minimum charge of 1 acre), then \$25.00 for each additional quarter acre thereafter. <i>This fee is assessed on any grading within city limits.</i></small>		BLDPER	BC Land Disturbance Fee	\$ _____
	<small>* Fee collected on behalf of Clark County</small>		TORLND *	Tortoise (CC Land Disturbance)	\$ _____
			TORTSE *	Tortoise (CC Land Dist. Admin)	\$ _____
			MISBLD	Miscellaneous - Building Permit	\$ _____
			Total Fees		\$ _____

Staff Approval	
Section 6	Reviewed and/or Approved by: _____ Date: _____
	Conditions of Approval

