

## Documents:

### Item Description

Complete a Residential OR Commercial Building Permit Application **online** ([bit.ly/IPERMITTS](http://bit.ly/IPERMITTS))

- For the “*Scope of Project*” select “*Other*”.
- On the “*Other Remarks*” field, enter “*FILL/GRADING and DIRT WORK ONLY*”.

Complete the “**Grading Permits for Excavation & Fill Worksheet**” (Form CE-1094)” ([bit.ly/4aG4YtB](http://bit.ly/4aG4YtB))

- Additional items or permits may be required based on worksheet responses.

## Design Elements:

### Item Description

Submit a set of drawings to Building Code Enforcement that will clearly show the proposed work. The plans should include the following:

- A vicinity map showing the general vicinity of the site.
- Site plan with the new contour grade elevations of the proposed dirt work.
  - The existing topographic survey can be used for reference.
  - Show the existing elevation and finished elevation of fill on the plans.
- Provide locations of any existing or proposed stockpiles and the type of materials being stock piled.
- The number of cubic yards being added to site.
  - Location of fill area on the site.
  - Type of material being added to the site.
  - Dimensions of fill area. (Length X Width X Height/Depth/Thickness of Fill)
- Provide proposed elevations on site and around perimeter of the site to show that no storm water will overflow onto adjoining lots. (Show existing and proposed drainage patterns)
- Proposed utilities or foundations should not be shown on a fill and grade plan set.
- Provide proposed outfall location into right-of-way and callout on plans.
  - No sheet flow to adjacent property or to any public right-of-way is allowed.
  - Additional permits may be required for review and approval as a separate process.

**Note:** When fill greater than 1 foot in height is added to a site at the property line, a retaining wall will be required.

- The retaining wall will need to be designed by a Professional Engineer, licensed in the State of Texas.
- Fill not at the property line but more than 1 foot in height, swales will need to be constructed around the perimeter of the site to prevent storm water from flowing onto adjoining parcels of property.
- Swales will need to start 2 feet off the property line and will need to increase 1 foot in width for every 1 foot of fill height added.