

Grading Permit Application

Permit No. _____



152 W Cedar St.
(360) 683-4908
www.sequimwa.gov

No clearing or grading is allowed on property within the City of Sequim without either a grading permit or exemption per Section J103 of the International Building Code.

Project Address:	Legal Description:
	Block:
Parcel #:	Lot(s):
Project Description:	

Exemption Request (See page 2 for permit exemptions and submittal requirements.)

Are you requesting exemption from Grading Permit per Appendix J of International Building Code? **Y** **N**

Property Owner:

Name: _____

Address: _____

City/State/ZIP: _____

Phone: _____

Email: _____

Contractor:

Name: _____

Address: _____

City/State/ZIP: _____

Phone: _____

Email: _____

State License #: _____ Exp.: _____

City Business License #: _____ Exp.: _____

Contact/Representative:

Name: _____

Address: _____

City/State/ZIP: _____

Phone: _____

Email: _____

Grading Permit is requested for:

Excavation	Fill		
Erosion Control Plan attached?		Y	N
Stormwater Plan attached?		Y	N

Quantity of Work (CY=cubic yards):

< 50 CY	51-100 CY	101-1,000 CY
1,001-10,000 CY	10,001-100,000	>100,000 CY

NOTE: If more than 100 CY is involved, submittal of an Environmental Checklist is required.

Any known wetlands on the property? Y N

Any steep slopes (>15%)? Y N

Valuation (work & materials): \$ _____

I hereby certify that the information provided is correct, that I am either the owner or authorized to act on behalf of the owner and that all activities associated with this permit will be in accordance with State Laws and the City of Sequim Municipal Code. All sales tax paid to the State Dept. of Revenue on labor and materials used for construction within the Sequim City limits are to be reported under Location Code #0503. By signing below, I agree to the applicable utility charges which will begin in 6 months or on the date of final inspection, whichever is first.

Applicant/Authorized
Signature: _____ Date _____

Print Name: _____

Engineering
Approval: _____ Date _____

Building
Approval: _____ Date _____

2015 International Building Code - Appendix J Grading – J103.2 Exemptions

(for the full text of the Code, please see <https://codes.iccsafe.org/>)

A grading *permit* shall not be required for the following:

1. Grading in an isolated, self-contained area, provided there is no danger to the public and that such grading will not adversely affect adjoining properties.
2. Excavation for construction of a structure permitted under this code.
3. Cemetery graves.
4. Refuse disposal sites controlled by other regulations.
5. Excavations for wells, or trenches for utilities.
6. Mining, quarrying, excavating, processing or stockpiling rock, sand, gravel, aggregate or clay controlled by other regulations, provided such operations do not affect the lateral support of, or significantly increase stresses in, soil on adjoining properties.
7. Exploratory excavations performed under the direction of a **registered design professional**.

Exemption for 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.

GRADING PERMIT SUBMITTAL CHECKLIST

Please provide electronic submittals on a flash drive, or email to BuildingDept@SequimWA.gov.

(If submittal is provided in hard copy (paper) format, please provide 1 copy.)

1. Completed, signed application and fees.
2. Scaled grading plan showing North arrow, and:
 - a. Legal description and parcel number (or tax number).
 - b. Property lines and dimensions with contour lines.
 - c. Proposed road access points.
 - d. Dimensions and depth of cut and fill.
 - e. Street names and any easements or vacations.
 - f. Location and diameter of existing trees.
 - g. Temporary erosion and sediment control measures (TESC).
 - h. Limits of vegetation clearing.
 - i. If storing overburden on site, indicate location of the store material on your site plan. If removing to another location, indicate the proposed location.
 - j. If applicable, delineated critical area boundaries and buffers.
 - k. If applicable, existing or proposed septic system location.
 - l. If applicable, location of any buildings or structures on the lot where work is to be performed and the location of any buildings or structures within 15 feet of the proposed grading.
 - m. Existing and finished grade for subject and adjoining properties in contour intervals of sufficient clarity to indicate nature and extent of the work, showing compliance with International Building Code Appendix J, Grading.
3. Copy of survey if available
4. Geotechnical report (when required)
5. Liquefaction study (when required)

Grading Permit Application Fees:

<50 CY - \$55
51-100 CY - \$140
101-1,000 CY - \$360
1,001 – 10,000 CY - \$715
10,001 – 100,000 CY - \$1,810
>100,000 CY - \$2,755 + \$75 per 10,000 CY