



## Clark County Building Department

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<b>Division:</b>	Building Division	<b>Policy &amp; Procedure</b>	
<b>Subject:</b>	Early Grading	<b>Effective Date:</b>	01/02/2018
<b>Code:</b>	Clark County Building Administrative Code	<b>Review Date:</b>	12/31/2018

### A. PROCEDURE:

1. The Permit Application Center Plans Submittal shall ensure that the applicant submits a complete package to the Building Department for review. A complete application package shall consist of the following.
  - a. A completed Early Grading Permit Application.
  - b. Drainage Study Approval Letter.
  - c. MSHCP Mitigation form.
  - d. (3) Grading Plans wet stamped by a Nevada Professional Civil Engineer that include acreage area of disturbance for on-site and off-site being developed and previously disturbed area for on-site and off-site being developed.
    1. Early grading does not include the grading in the existing dedicated rights of way adjacent to the parcels being developed.
  - e. (3) Geotechnical (soils) reports dated within the last twelve (12) months.
  - f. One copy of the Electronic Submittal of Geotechnical Information (ESGI) CD.
  - g. Storm Water Pollution Prevention (SWPPs) documentation, if applicable.
  - h. Plan review fee to be paid at time of submittal.
2. Early Grading Permits shall be submitted to the Clark County Building and Fire Prevention Department. Plans will be routed to Building Plans Exam and the Public Works Department of Development Review Division. (Zoning review not required)
3. Upon approval by the Public Works Department Development Review Division and Building Division Engineering, the plans shall be routed to the Permit Application Center for fees to be assessed. Fees shall be charged in accordance with the Clark County Building Administrative Code.

<b>Division:</b>	Building Department	<b>Policy &amp; Procedure</b>	
<b>Subject:</b>	Early Grading	<b>Effective Date:</b>	January 2nd, 2019
<b>Code:</b>	Clark County Building Administrative Code	<b>Revised Date:</b>	December 31st, 2018

**A. POLICY:**

1. Early grading is performed at risk by the developer.
2. Final grading approval and separate permit review and approval required for structures, walls, early models, and buildings.
3. Early Grading Permits will be set up as Residential or Commercial Grading as an Early Grading application type.
4. Addresses will not be assigned to this permit type. Cross streets for location will be required on the permit application.
5. Early grading and cross streets shall be entered into the names field in Accela to be printed on permits, plan labels and to assist inspections.
6. The scope of work for this permit type should start with early grading and include what type of grading for what lot numbers and/or area being graded.
7. At plan acceptance plans will be stamped with disclaimer mentioned in item #2.
8. Two (2) sets of grading plans will be routed to Public Works Development Review (Civil) and one (1) set of grading plans, Geotechnical Reports, ESGI CD and SWPP documentation will be routed to Geotechnical Building Plan Review.
9. If the Building Department determines retaining wall is required to be pulled in conjunction with early grading, a zoning review will be performed.
10. Public Works Development Review will route approved early grading plans to the Geotechnical Plans Examiner.
11. Once plans have received all approvals and are married they will be routed to plans submittal for fee work up and made ready to issue.
12. QAA signed contract and inspections required, if applicable.
13. Final grading report will be filed under early grading.

Approved by:

Concurred by: