



PERMITTING & DEVELOPMENT  
 BUILDING  
 DIVISION  
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## PERMIT SUBMITTAL REQUIREMENTS FOR Clearing, Fill & Grade

The purpose of this handout is to assist the public in complying with the detailed permit submittal requirements. It is not a complete list of permit or code requirements and should not be used as a substitute for applicable laws and regulations. It is the responsibility of the owner/design professional to review the submittal for completeness. Only complete applications will be accepted by the city for review.

**PERMIT REQUIRED:** Clearing, fill, grading, stockpile of fill and excavation work requires a permit pursuant to International Building Code (IBC) Appendix J.

**PERMIT EXEMPT:** Grading less than fifty (50) cubic yards (placed, removed or moved within any 365 day period) unless subject to the provisions of Chapter 19.10 ECDC, Chapter 23.50 ECDC or Chapter 23.80 ECDC.

**Excavation performed under a building permit for a new structure or addition is included in the fees for the structure permit.**

### PERMIT SUBMITTAL REQUIREMENTS:

#### CRITICAL AREAS CHECKLIST

A Critical Areas Determination, issued by the Planning Division, must be completed and on file with the City. Provide applicable information as indicated by the decision.

#### SITE PLAN/GRADING PLAN

- 1) Property lines and structures within the property.
- 2) Existing utility locations and easements that encumber the property.
- 3) Existing and proposed finished grade contours across the site at two (2) foot intervals.
- 4) Existing grade elevations at each property corner.

- 5) Lowest basement slab elevations and/or footing elevations.
- 6) Finished first floor elevation.
- 7) Proposed finished grade elevations at each property corner.
- 8) Existing streams, creeks, existing and proposed drainage courses.

#### GRADING CALCULATIONS

Grading calculations shall be provided specifying the number of cubic yards graded, cut, filled, and total of each. *NOTE: The grading quantity used for determining grading fees shall be the larger of the volume of cut/excavation or the volume of fill, regardless of the location on site. For example, if site grading involves 500 cubic yards of cut/excavation and 100 cubic yards of fill, the grading quantity used for fees is 500 cubic yards.*

#### EROSION AND SEDIMENTATION CONTROL PLAN

#### ADDITIONAL PROJECT SPECIFIC REQUIREMENTS

A Washington State licensed Civil Engineer is required to prepare the design for commercial projects, designated Earth Subsidence Landslide Hazard area projects and/or when the site exceeds one acre in size.

Refer to the City's Land Clearing/Tree Cutting handout ([See Handout #P46 on the City of Edmonds website](#)) for additional requirements when trees are proposed to be cut or cleared in conjunction with grading. A grading bond may be required by the Building Official based on the site location.