ENGINEER'S CERTIFICATION OF FINAL GRADING AND REQUEST FOR FIELD CLEARANCE FOR OCCUPANCY

Instructions:

1. Engineer of Record completes Part 1 of this form
2. Engineer of Record provides a wet-signed and sealed original of this complete form to the Engineering Inspector
3. Engineering Inspector verifies issuance of occupancy is merited and signs Part 2 of this form. *The Inspector will not sign the "Blue Card" issued by the Building Dept.*
4. Development Review Engineer verifies and signs Part 3 of this form
5. Engineering Inspector copies the form and distributes as follows:
   a. Copy 1: Engineering Front Counter "Final Inspection" folder
   b. Copy 2: Stormwater Division "Construction" folder
6. As-built processing begins (refer to last page of this appendix)
7. Final security release occurs when As-Builts are approved for the entire project

PART 1: For Completion by Engineer of Record

Engineer's Certification for: ☐ Final Grading/Occupancy
☐ Partial Grading/Occupancy Lot # _____

1A: Project Information

Grading/Improvement Permit #:		Final/Parcel Map #:	
Developer Name:		Lot #:	
Address:		Planning Case #:	
APN(s):		Building Permit #:	
Stormwater Project Type:	☐ Priority ☐ Standard ☐ Basic		

1B: Engineer of Record Information

Engineer of Record Name:			
Business or Company Name:			
Address:			
Phone:		Email:	

Part 1C: Engineer of Record Certification Statements

Grading/Improvement Permit #:		Developer Name:	

Certification for Grading/Occupancy Stage: ☐ Final ☐ Partial

I, Engineer of Record, or an authorized representative under my responsible charge, have inspected the project site. Based upon my field verification and survey, I hereby certify:

Engineer Initials	Engineer's Certification Statement
	Pad certifications have been provided indicating that the grading under the above- referenced grading permit has been performed in substantial conformance with the approved grading plan or as per the approved plan. All building pads and finished elevations are within 0.1 foot of the approved plan elevations.
	All improvements have been constructed per the approved plans.
	All Source Control, Site Design (Low Impact Development), Pollutant Control, and Hydromodification Structural Best Management Practices (BMPs) as shown on the drawings have been field-verified and photo-documented to be consistent with the approved plans in size, design, cross-section, orifice size, subdrain design, overflow drain, vegetation cover, and side slopes. All BMPs were field-verified to be operational. Maintenance covenants are in place, as required, and parties responsible for BMP maintenance have been notified.
	As-builts conforming to the requirements of this Appendix have been provided to the Engineering Inspector for Grading/Occupancy stage: ☐ Final ☐ Partial, Lot#_____
	BMP Photographs have been: ☐ Attached to this Certification ☐ Provided Electronically
	Engineer has attached Special Inspection Report, as required per Plan: ☐ Required and Attached ☐ Not Applicable

Hereby Certified:

_____
Engineer Signature

_____
Date

_____
Printed Name

Seal

PART 2: For Completion by Engineering Inspector

The verifications below by the Engineering Inspector and Development Review Engineer do not relieve the Engineer of Record of the ultimate responsibility for the project. *The Engineering Inspector will not sign the Building Dept. "Blue Card".*

Grading/Improvement Permit #:		Developer Name:	

I, Engineering Inspector, have inspected the above-referenced site. Based upon my field verification and satisfactory documentation from the Engineer of Record, I hereby certify:

Inspector Initials	Inspector's Certification Statement
	All BMPs as shown on the drawings have been field-verified to be consistent with the approved plans and to be operational.
	BMP Photographs have been received: ☐ Attached to this Certification ☐ Provided Electronically
	Acceptable Soils Engineer certification has been received: ☐ Final ☐ Partial, Lot#_____
	Finish (precise) grading and any other site-related improvements are substantially complete for Grading/Occupancy Stage: ☐ Final ☐ Partial, Lot#_____
	As-Builts conforming to the requirements of this Appendix were received and field-verified accurate for Grading/Occupancy Stage: ☐ Final ☐ Partial, Lot#_____
	All required utility undergrounding for the entire project is complete.
	Issuance of building occupancy is merited.

Hereby Certified:

_____ _____

Inspector Signature Date

PART 3: For Completion by Development Review Engineer

Engineer Initials	Development Review Engineer's Certification Statement
	All BMPs shown on the drawings have been field-verified and/or photo-verified to be consistent with the plans and to be operational.
	See Special Inspection Report: ☐ Attached to this Certification ☐ Not Applicable

Hereby Certified:

_____ _____

Development Review Engineer Signature Date

As-Built Processing and Requirements

When the Engineering Inspector has deemed the Certification of Final Grading and Request for Issuance of Occupancy form to be complete, the inspector will approve the initiation of As-Built Processing.

At a minimum, As-Built Processing will include:

- Preparation of a Punch List by the Engineering Inspector/Development Review Engineer
- Completion by the developer/contractor of all Punch List items, to the satisfaction of the City Engineer
- Field verification and approval of all grading and improvements by the Development Review Engineer

Incremental (Partial) As-Built Processing for a Portion of a Project

Processing of As-Built Plans is typically done for an entire project or subdivision, meaning that the entire project is as-built at the same time. However, at the request of the developer, the City Engineer may allow As-Built Processing to be done incrementally for portions of a project, either for one phase or one subdivision lot at a time.

If the City Engineer authorizes As-Built Processing to be completed incrementally, the Engineer's Certification of Final Grading and Request for Issuance of Occupancy shall be provided prior to As-Built approval for each phase or lot.

The final security deposit release of funds back to the developer may be authorized only after As-Builts have been approved for the entire project (all lots or phases).

The drawings for a phase or lot-by-lot As-Built shall include:

- A cloud demarcating each lot or phase of the project. Each cloud will indicate an entire area, either a lot or a phase, that will be as-built together at one time.
- A table listing all phases or lots for the project, to be filled out with the as-built date for each, if required by the Development Review Engineer.
- Engineer of Record, Engineering Inspector, and Development Review Engineer approvals (initials and date) inside each cloud, indicating their respective approvals for the As-Built of that particular phase or lot. Prior to final security deposit release, the cloud for every lot must be marked with the Engineer of Record, Engineering Inspector, and Development Review Engineer approvals. Additionally, the Engineer of Record shall sign the As-Built block for the entire record drawing.