



GRADING PERMITS FOR EXCAVATION AND FILL WORKSHEET

Appendix E of the Houston Adopted 2012 International Building Code as Amended specifies permit requirements for grading a lot of any size on private property. Section 1 – Identifies when a separate “Grading Permit” is required. Section 2 – Identifies the type of grading permit required, “Engineered Grading or Regular Grading”, when a “Geotechnical Report” is required in the plans, and when a “Storm Availability Letter” is required to be attached to the submittal documents.

Grading and/or excavation permits is required for any proposed work that includes excavations, grading, or fill, or combination thereof, and includes but is not limited to the following permit types:

- Excavation Permit(s) – Work proposing the mechanical removal or relocation of earth material.
Fill Permit(s) – Work proposing deposit(s) and/or relocation of earth material placed by artificial means.

NOTE: THERE SHALL BE NO FILL LOCATED WITHIN A PUBLIC RIGHT-OF-WAY

SECTION 1: Are Permits and Plans Required?

A Grading Excavation permit and plans is required if “Yes” is answered to any question 1 through 4.

- Does the excavation work affect the lateral support or increase the stresses in, or pressure upon any adjacent or contiguous property?
When excavating below finish grade for basements and footings of a building, retaining wall or other structures authorized by a valid building permit, will there be an unsupported excavation height greater than 5-feet after completion of such structure?
Will there be any excavation greater than 5-feet in depth?
Will the excavation create a cut slope 2-feet or more in height but less than 5-feet, with a slope steeper than 1-unit vertical in 1.5-units horizontal? (66.7% slope)

A Grading Fill permit and plans is required if “Yes” is answered to any question 5 through 10.

(50 cubic yards = 1,350 square feet @ 1-foot depth)

- Does the fill work affect the lateral support or increase the stresses in, or pressure upon any adjacent, or contiguous property?
Does the scope of work include fill that is 3-feet or more in depth?
Does the scope of work include fill greater than 1-foot but less than 3-feet, with a slope that is equal to or greater than 1-unit vertical in 5-units horizontal? (20% slope)
Does the scope of work include fill that is greater than 50 cubic yards on any one lot?
Does the proposed fill obstruct any natural and/or previously constructed drainage course?
Is proposed fill greater than 1-foot in depth and intended to support a structure, “now or in the future”?

SECTION 2: What Type of Permits and Plans Are Required?

NOTE: When the building official has cause to believe that site geologic factors exist, grading will be required to conform to recommended grading, inspection, and testing by a Texas Professional Engineer.

Engineered grading plans are required if “Yes” is answered to question 11. Plans shall be designed, sealed, signed, and dated by a Texas professional engineer. These grading permits shall be designated as “Engineered Grading”.

(1,000 cubic yards = 27,000 square feet, @ 1-foot depth)

- Does the proposed project include an aggregate grading in excess of 1,000 cubic yards?

Grading plans shall be designated “Regular Grading” if “Yes” is answered on question 12: (no engineered plans required.)

- Is the grading less than or equal to 1,000 cubic yards?

A Geotechnical Report is required if “Yes” is answered to any one of questions 13, 14 or 15:

- Will there be any cut slopes steeper than 1-unit vertical in 2-units horizontal (50% slopes)?
Is there any grading that requires an engineered design? (Reference item 11 above and Chapter 19 of the City Code.)
Does the site include any special geological features and/or considerations?
Is the property located in the 100- or 500-year flood plain? Review by Flood Department required!

A Storm Availability Letter is required to be included with the submitted documents if “Yes” is answered to questions 16 or 17:

- Does the scope of work to lots exceeding 15,000 square feet, include any new impervious cover?
Does the project include connection to the city’s public storm sewer system?

ADDRESS PROJECT # DATE

PRINT NAME OF APPLICANT SIGNATURE