



November 5, 2018

MEMORANDUM

Bulletin G-7-18

TO: All Permit Applicants

FROM: Thomas H. Goldsbury, P.E., C.B.O.

SUBJECT: **Drainage Review and Inspection**

EFFECTIVE DECEMBER 3, 2018

Earlier this year the City Council passed a bill to increase the employee cap of the Development Service Division (DS) so that they can provide a drainage review and inspection on the building permit for **single family infill lots, and other projects requiring special drainage review/inspection.** The purpose of the bulletin is to provide information on the permitting and inspection processes for those permits affected.

PERMITTING

When your permit is having the site reviewed by the DS, if a drainage review is required, DS will approve it for Plan Review Only, and note that a drainage review is required in the History section on the Agency Review tab of the building permit. See below

The screenshot shows a software interface for permit management. At the top, there are several tabs: 'Insp', 'Fee Calc', 'Req', 'Plan review', 'Comments', and 'Agency Review'. The 'Agency Review' tab is highlighted with a red circle. Below the tabs, the 'DMG-flood' section is visible. It includes a 'Reset' button, an 'Approval' dropdown menu set to 'Plan Review Only', a 'Base Flood Elevation' input field with '0', a 'Flood Zone Type' dropdown menu, an 'Insurance Rate Map' input field, and an 'Interior Only' checkbox. A 'Save' button is located at the bottom right of this section. Below the 'DMG-flood' section is a 'History' section, which is also circled in red. It contains a text entry: 'Created by: Goldsbury @ 9/20/2018 3:23:18 PM DMG: Plan Review Only Drainage Review Required'.

The permit package should continue on to the Building Inspection Division (BID) in the normal fashion. A DS reviewer, **not the person at the DS intake counter**, will perform the drainage review during the BID plan review process. **Please Note** that adding this additional review and possible field inspection prior to approving the drainage review will most likely add time to the review process. The drainage reviewer will determine if a drainage inspection is required, and if so mark a “113 Grading” as a required inspection.

INSPECTION

Grading inspections can be requested at any time after final grading in the inspection process. However, similar to other required inspections, you will not be able to request a **BUILDING FINAL** inspection unless the required grading inspection has been passed or passed with comments. In order to ensure compliance, where the designed grading cannot be confirmed by eye for a critical area, the grading inspector may require an as-built survey.

Development Services staff, not the Building Inspection staff, will perform grading inspections. If you have a question on the grading inspection, please contact the grading inspector, his phone number is shown on the inspection request.