



July 14, 2006

MEMORANDUM

Bulletin G-11-06

To: All Permit Applicants

From: Thomas H. Goldsbury, P.E., C.B.O., Chief,
Building Inspection Division

Subject: **Lot Grading Verification Form**

On July 11, 2006, the City's Subdivision Standards Policy Advisory Committee (SSPAC), along with input and coordination from the Northeast Florida Builders Association, approved the implementation of the attached Lot Grading Verification Form. **Effective September 1, 2006, this form must be provided to the Building Inspector at the final building inspection for all single family homes built in a subdivision. If the home is being inspected by a private provider, the form must be included in the private provider's final certification to the Building Inspection Division, along with the Form Board Elevation Certificate.**

When completing the form, make sure all information is completed, along with the printed name and signature of the person verifying the lot grading. For the actual lot grades, only fill out the information for the one type of lot you have (i.e. Type A – Back to Front, Type B – Split, Type C – Front to Back), cross out the two not used. Fill in all the elevations and side property dimensions.

A sample completed form is attached.

Xc: James Schock
All Building Inspectors