



B213 - SUBMITTAL CHECKLIST

GRADING

This submittal checklist is intended to assist you in preparing and submitting a complete application. Once your application is determined to be counter complete, a review for technical completeness is conducted and you may be required to submit additional information in order to proceed with further review of your application.

Before You Apply for Your Project

- Grading – excavation and/or placement of fill material – requires a building permit application (Form B101) and the supporting submittal items listed below.
- **If you are proposing to perform less than 50 cubic yards of grading, a building permit is not required per IBC Section J103).**
- Your project **may require land use permit approval** from the Department of Planning and Community Development whether a building permit is required or not. For example, you may need approval from the planning department for shoreline, critical areas, steep slopes or zoning-related regulations.
- **If the property is served by septic system**, check with the Kitsap Public Health District at (360)337-5235 to identify the exact location of the property’s septic system components including all drainfield reserve areas.

Submittal Requirements

Use the column to the left to check off items included with your application.

ALL submittal items must be in electronic PDF format.

✓	Form #	Required Applications
	B101	1. Building Permit Application
✓		Required Submittal Items
		2. Vicinity Map
		3. Site plan - specifically showing: <ul style="list-style-type: none"> <input type="checkbox"/> North Arrow <input type="checkbox"/> Property lines and dimensions <input type="checkbox"/> Existing grade on property and adjoining properties and finished grade in contour intervals <input type="checkbox"/> Location of buildings and/or impervious surfaces within 15 feet of proposed area to be graded <input type="checkbox"/> Limiting dimensions and depth of cut and fill <input type="checkbox"/> Location of ordinary water line for work proposed within 200 feet of the shoreline
		4. Written scope of work including volume of grading (in cubic yards)
		5. State Environmental Policy Act (SEPA) Checklist (if grading over 100 cubic yards)

Additional Grading Requirements

- ✓ **If the grading involves 100 or more cubic yards**, a SEPA (State Environmental Policy Act) review is required. SEPA review includes completing a SEPA checklist and a public notice and comment period. The SEPA checklist is available online: <http://www.ci.bainbridge-isl.wa.us/161/Documents-Forms-Applications#S> or from the Department of Planning and Community Development. The fee for a SEPA review is \$763.00 per COBI Fee Schedule dated September 11, 2014.
- ✓ **Grading in excess of 5,000 cubic yards** requires an approved grading plan prepared by a licensed civil engineer.

Fees are due at the time of submittal. Accepted forms of payment:

- Cash
- Check/Cashier's Check - Make checks payable to City of Bainbridge Island (COBI)
- Credit Cards: Discover, Visa, or MasterCard. A convenience fee will be assessed to each credit/debit card transaction.

Grading Plan Review Fees

50 cubic yards or less	No fee
51 to 100 cubic yards	\$33.14
101 to 1,000 cubic yards	\$52.17
1,001 to 10,000 cubic yards	\$69.45
10,001 to 100,000 cubic yards - \$69.45 for the first 10,000 cubic yards plus \$34.55 for each additional 10,000 yards or fraction thereof.	
100,001 to 200,000 cubic yards - \$380.35 for the first 100,000 cubic yards plus \$18.69 for each additional 10,000 cubic yards or fraction thereof.	
200,001 cubic yards or more - \$567.18 for the first 200,000 cubic yards plus \$10.23 for each additional 10,000 cubic yards or fraction thereof.	
Other Fees: Additional plan review required by changes, additions or revisions to approved plans - \$71.21 per hour*	
*Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wage and fringe benefits of the employees involved.	

Grading Permit Fees

50 cubic yards or less	\$33.14
51 to 100 yards	\$52.17
101 to 1,000 cubic yards - \$52.17 for the first 100 cubic yards plus \$23.97 for each additional 100 cubic yards or fraction thereof.	
1,001 to 10,000 cubic yards - \$274.25 for the first 1,000 cubic yards plus \$20.45 for each additional 1,000 cubic yards cubic yards or fraction thereof.	
10,001 to 100,000 cubic yards - \$458.25 for the first 10,000 cubic yards plus \$93.06 for each additional 10,000 cubic yards or fraction thereof.	
100,001 cubic yards or more - \$1,295.79 for the first 100,000 cubic yards plus \$51.47 for each additional 10,000 yards or fraction thereof.	
Other Inspections and Fees: 1. Inspections outside of normal business hours - \$71.21 per hour (minimum charge two hours) * 2. Re-inspection fees assessed under provisions of Section 108.8 - \$71.21 Per Hour* 3. Inspections for which no fee is specifically indicated (minimum charge one-half hour) - \$71.21 per hour* *The fee for a grading permit authorizing additional work to that under a valid permit shall be the difference between the fee paid for the original permit and the fee shown for the entire project. *Or the total hourly cost to the jurisdiction, whichever is greatest. This cost shall include supervision, overhead equipment, hourly wages and fringe benefits of the employees involved.	