



BUILDING SAFETY DEPARTMENT
ROOM 277
www.ci.medford.or.us

CITY OF MEDFORD
LAUSMANN ANNEX
200 SOUTH IVY STREET
MEDFORD, OREGON 97501

TELEPHONE (541) 774-2350
FAX (541) 774-2575
E-MAIL: bldmed@ci.medford.or.us

WHEN GRADING PERMITS ARE REQUIRED

An Excavation and Grading Permit is required if your project is:

- An excavation that: (1) is more than 2 feet in depth or (2) creates a cut slope greater than 5 feet in height and steeper than 1 unit vertical in 1 ½ units horizontal.
- A fill more than 1 foot in depth and placed on natural terrain with a slope steeper than 1 unit vertical in 5 units horizontal.
- A fill more than 3 feet in depth.
- A fill intended to support structures.
- A fill that exceeds 50 cubic yards on any lot.
- The fill obstructs a drainage course.
- Grading in an area that may create a danger to private or public property.
- **Clearing and Grading:** Clearing and Grading Permits are required if changes to the topography and landscaping are completed prior to the review and issuance of building permits.

REQUIRED ELEMENTS OF REGULAR GRADING

Grading of less than 5,000 cubic yards that it is determined by the Building Official not to have special conditions and unusual hazards shall be considered “regular grading.”

Each application for a grading permit shall be accompanied by a plan in sufficient clarity to indicate the nature and extent of the work. The plans shall give the location of the work, the name of the owner and the name of the person who prepared the plan. The plan shall include the following information:

- General vicinity of the proposed site.
- Limiting dimensions and depth of cut and fill.
- Location of any building or structures where work is to be performed, and the location of any buildings or structures within 15 feet of the proposed grading.

The building official may require professional inspection and testing by a soils engineer. When the building official has cause to believe that geologic factors may be involved, the grading will be required to conform to “engineered grading.”

REQUIRED ELEMENTS OF ENGINEERED GRADING

Grading in excess of 5,000 cubic yards shall be performed in accordance with the approved grading plans prepared by a *civil engineer*, and shall be designated as “engineered grading.”

You will need 2 copies of the grading plan. The following must be included on the plan.

Note: A certified land surveyor, certified architect, or professional civil engineer licensed in the State of Oregon is required to prepare and seal the grading plan. The plan sheet size must be 18" X 24" min. and the scale must be 1"=50' or larger.

CONSTRUCTION DOCUMENTS

- Site plan
- Site utility plan
- Grading plan
- Erosion control plan
- Utility vault location and details

SUPPORTING DOCUMENTS

- Geotechnical/soil engineer report
- Storm water calculations
- Site retaining wall structural detail and calculations
- Assurance of compliance with environmental rules
- Floodplain limits, if present
- Signature and seal of the licensed professional (land surveyor, engineer, or architect)