



City of Mission Viejo

Memorandum

OCCUPANCY INSPECTIONS

Date: January 30, 2007

To: All Developers with Ongoing Projects in the City of Mission Viejo

From: Richard Schlesinger, P.E., City Engineer

Subject: **Documentation Requirements for Inspection for Occupancy (Final or Temporary) From the Public Works Department**

Prior to requesting inspection from the City's Public Works/Engineering inspector for final inspection for occupancy, the Developer's on-site manager must have the following documents listed below. These documents must be presented to the City inspector at the time of inspection.

1. A copy of the title page of the geotechnical final report addressing post grading, trench backfill, etc., **APPROVED BY THE CITY**. The report will be stamped "APPROVED" by the City or the City's geotechnical consultant. Please note that **three** copies of this report must have previously been submitted to the Engineering Counter at the City of Mission Viejo and appropriate review fees paid. Typically, a minimum of five (5) working days is required for the City to review the report. A copy of the report will be forwarded to the Developer upon approval.
2. An original "Grading Contractor Statement of Compliance" wet signed and stamped on a City of Mission Viejo form. Faxed copies will not be accepted (see attached example).
3. An original "Civil Engineer's Certificate of Precise Grade" wet signed and stamped on a City of Mission Viejo form. Faxed copies will not be accepted (see attached example).

The Developer's on-site manager should review all of the reports and certificates to make sure that they reference the proper grading permit number, tract number, and lots. Documents that are submitted with the improper information will be rejected, causing unnecessary delay.

In addition, the City has additional requirements for temporary occupancy which are described in the memo titled "**Temporary Occupancy From the Public Works Department.**" If the Developer wishes to apply for temporary occupancy all items in the temporary occupancy memo must be provided.


CITY OF MISSION VIEJO
200 Civic Center
Mission Viejo, CA 92691
(949) 470-3057 Engineering

GRADING CONTRACTOR STATEMENT OF COMPLIANCE

Re: Grading Permit No.: _____

Date: _____

Project: Tract/Parcel Map No.: _____ Lot(s): _____, inclusive

Address: _____

Owner: _____

I declare that the grading was done in accordance with the plans and specifications, the grading ordinance and the recommendations of the Civil Engineer, Soils Engineer and Engineering Geologist. It is understood that this declaration includes only those aspects of the work that can be determined by me, as a competent grading contractor.

The cubic yardage involved in our contract for this grading project was:

Estimated Excavation: _____ CY Actual Excavation: _____ CY

Estimated Fill: _____ CY Actual Fill: _____ CY

Estimated Import: _____ CY Actual Import: _____ CY

Grading Contractor:

Signature

License No.: _____

CIVIL ENGINEER'S CERTIFICATE OF PRECISE GRADE

Re: **Grading Permit No.:** _____

Date: _____

Project: **Tract/Parcel Map No.:** _____ **Lot(s):** _____, inclusive

Address: _____

I hereby approve the precise grading for the referenced project in accordance with my responsibilities under the City of Mission Viejo Grading and Excavation Code. The volume of earth materials moved by cut and/or fill grading **agrees/does not agree** with the permitted yardage stated on the approved grading plan. Precise grading has been completed substantially in conformance with the approved grading plan, which includes:

1. Line and grade for all engineered drainage devices and retaining walls.
2. Setting of all monuments in accordance with the recorded tract map. All centerline ties have been submitted to the City.
3. Location of permanent walls or structures on property corners or property lines.
4. Location and inclination of all manufactured slopes.
5. Construction of earthen berms and positive building pad drainage.

(All exceptions from items listed above must be noted.)

Civil Engineer:

Signature



R.C.E. No.: _____

Expiration Date: _____