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**To all Permit Holders and Supervising Engineers of approved grading permits with more than 5,000 cubic yards of proposed grading:**

Please note the Department of Public Work's policy regarding submission of supervised engineer's report of grading activities. Weekly reports are required during grading operations when moving more than 200 cubic yards of material per week. When moving less than 200 cubic yards of material per week, monthly reports are required until all punchlist work is completed and "record plans" are submitted. Please utilize the following guidelines for submission of these reports:

**Weekly:** Reports are to cover the entire workweek, starting on Sunday and ending on Saturday. Reports are due no later than the Wednesday following the week for which you are reporting. Private Development Inspection Office Hours are Monday – Friday 7am – 4 pm.

**Monthly:** Reports are to cover the entire month, starting on the first day of the month and ending on the last day of the month. Monthly reports are due no later than the 15<sup>th</sup> day following the month for which you are reporting.

**Transition:** When you are transitioning from weekly to monthly reporting **you must notify and receive concurrence from the DPW inspector**. Your first monthly report begins the Sunday following your last weekly report and ends on the last day of the month. Monthly reports are due no later than the 15<sup>th</sup> day following the month for which you are reporting.

Your timely submission of these reports is greatly appreciated. Failure to submit reports by the date due may result in administrative action and possible fines. Reports can be faxed to (858) 694-2354 or emailed to [GRADING@SDCOUNTY.CA.GOV](mailto:GRADING@SDCOUNTY.CA.GOV) please include your permit number and the dates covered on your report in the subject line or body of email. If you have any questions or need additional information, please contact Sandra Tellez, Engineer Technician III at (858) 790-9688.

Sincerely,

Ashley Sullivan, P.E.  
Program Manager  
Private Development Construction Inspection  
Department of Public Works