

Official Use Only – Do not write in this area.
 Permit is NOT valid unless this has been completed.
 Permit # _____
 Work Order # _____
 Expiration date _____



Grading and Excavation Permit Application
 City of Independence Public Works Department
 111 E. Maple Ave., Independence, MO 64050 (816) 325-7617



Commercial

(Allow a minimum of fifteen (15) business days for processing after ALL information has been received.)

Commercial: This applies to any site that is zoned commercial. It also applies to sites that grading exceeds 5,000 cubic yards. This permit shall expire twelve (12) months from the date of acceptance.

Section 1: Information

*Job Address _____	*Job Address _____
*Job address should list both cut and fill locations of work.	
DNR Permit # _____	**Permit # _____
DNR Permit # required if over 1 acre of ground disturbed.	**Required if site is in Independence.
Contractor Name _____	Date Plans Received _____
	List what is included in plans.
Contractor Address _____	Approx. Start _____
_____	Name (Property Owner) _____
Contractor E-mail _____	Business License # _____
Disturbed Area (acres) _____	Name (Field Supervisor) _____
Volume of Earthwork (cubic yards) _____	Cell Phone (Field Supervisor) _____
Description of Work _____	

Section 2: Grading Construction

Class of Work: Cut _____ Volume Fill _____ Volume

<u>Fee Item</u>	<u>Fee</u>
Grading Plan Review	= \$ _____
Grading	= \$ _____
Erosion Control Fee	= \$ _____
Post-Construction Permit Fee (fee not obtained in advance)	= \$ _____
Total Fee	= \$ _____

All permits MUST be renewed annually

Section 3: Notice to Applicant

It is Missouri state law to require utility locates for any underground excavation. You can achieve this by going to www.mo1call.com or call 1-800-344-7483.

Missouri One Call Ticket # _____

Missouri One Call does not mark City of Independence underground traffic signal equipment. Contact Independence Power & Light Dispatch at (816) 325-7574 before working in any intersection.

Your signature is required to validate this form. Upon signing you assume all responsibilities and authorizations established by the City Code for the work authorized therein. **Read Inspection Requirements and General Construction Standards and sign below.**

FAILURE TO ADHERE TO PLANS SUBMITTED OR COMPLY WITH THE REQUIREMENTS DESCRIBED IN THIS PERMIT AND ALL APPLICABLE CODES AND REGULATIONS MAY RESULT IN THE ISSUANCE OF A STOP WORK ORDER AND/OR THE REVOCATION OF THE PERMIT. Permits are non-transferable.

Property Owner Signature _____ Date _____

Applicant Signature _____ Date _____

INSPECTION REQUIRED: Inspections are required for all permits with excavation, fill, or any additional grading. **Additionally, call (816) 325-7617 to request an inspection which is required by the Public Works Department. A 24-hour lead time is required for all inspections.** You may need to call and leave a message with the location of the necessary inspection and permit number and wait for a response.

General Information: The construction work shall match the designed and approved plans. If the construction varies from the original approved plans, the contractor shall be responsible for submitting updated plans for approval showing these changes. The updated plans shall be submitted for review prior to calling for the final inspection.

Official Use Only Below This Line

This permit expires on _____

Plans Approved By _____ Date _____

Construction Approved By _____ Date _____

Renewal requests must be submitted 30 days prior to expiration. Renewals will be processed in the order received and granted prior to the expiration date. Failure to apply for the extension prior to expiration may result in a new permit application. Extension requirements and availability may vary based upon permit type, work performed, good faith effort of reasonable progress, or other factors.

Date Extension Granted	New Expiration Date
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GENERAL STANDARDS

**For more detailed information see The City of Independence Public Works Manual
(Chapter 20)**

1. Contractors and subcontractors are responsible for obtaining a Business License prior to performing work.
2. A Site Plan showing existing contours and drainage, and proposed finish contours or elevations is required with all applications and shall be performed in accordance with an approved grading plan prepared by a professional engineer (PE) registered in the state of Missouri.
3. Commercial applications must submit a Storm Water Pollution Prevention Plan (SWPPP).
4. Erosion control measure shall be in place prior to ground excavation and shall conform to plans. Additional erosion control may be necessary as determined by the erosion control inspector. Failure to comply may result in a stop work order.
5. Erosion control measures shall remain in place until 80% ground cover is achieved.
6. The contractor shall be required to repair all areas disturbed during work activities to equal or greater condition.
7. A licensed surveyor or engineer shall complete this form if it is a commercial property and exceeds 5,000 cubic yards.
8. All previously disturbed areas that will remain undisturbed for fourteen (14) days or longer must be seeded within fourteen (14) days.
9. Pollutants such as chemicals, fuels, lubricants, bitumen, raw sewage, or other harmful material shall not be discharged from the project.
10. Fill material shall not include organic, frozen or other deleterious materials. No rock or similar irreducible material greater than twelve inches (12”) in any dimension shall be included in fills.
11. Toe of slope on any grading has a minimum five foot (5’) setback from the property line.
12. If there is floodplain involvement, other permits and fees shall apply.
13. Allow a minimum of 24 hours and up to three (3) days to perform the final inspection after the call to the Public Works Department has been placed.

Grading and Excavation Application Checklist

Required on All Permit Applications

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|------------------------------------|------------------------------|-----------------------------|
| 1. Business License Number | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2. Missouri One Call Ticket Number | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3. Grading Plan | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Other Possible Requirements

- | | | |
|--|------------------------------|-----------------------------|
| 1. DNR Permit Number (over one (1) acre) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2. Contact Information of Field Supervisor | <input type="checkbox"/> Yes | <input type="checkbox"/> No |