GRADING/RETAINING WALL/SHORING PLAN CHECK Correction Sheet (2026 LABC)			
Reference No.:	**PC/GRAD/**	**Effective:**	
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Previously Issued as:			

City of Los Angeles – Department of Building & Safety

GRADING/RETAINING WALL/SHORING PLAN CHECK Correction Sheet (2026 LABC)

Review Date: _____

Plan Check / PCIS Application #: _____

Job Address: _____ P.C. Engineer: _____

(E-mail: firstname.lastname@lacity.org) _____ Phone _____

Your feedback is important, please visit our website to complete a Customer Survey at https://www.permitla.org/custsurvey/dsp_CustomerSatisfactionSurveyForm.cfm

If you have any questions or need clarification on any plan check matters, please contact your plan check engineer and/or his or her supervisor.

INSTRUCTIONS FOR PROCEEDING WITH THE PLAN CHECK (PC) PROCESS:

1. Review corrections circled on this Plan Check Correction Sheet, the plans, and the calculation sheets.
2. Provide a written response or reference to details pursuant to the corrections. Location of any revisions on the plans shall be identified as part of your responses.
3. Phone or email the Plan Check engineer for a verification appointment after corrections have been addressed. Verification of corrections is only done by appointment.
    - Paper Plans: Please schedule an appointment. Bring the originally checked set of plans and calculations at the time of your appointment with this plan correction sheet and revised plans with any responses to plan check corrections.
    - Eplan: Projects reviewed through ePlan must upload the plan revisions and responses through the ePlanLA portal.
4. If you have any questions or need clarification on any plan check matters, please contact the Plan Check engineer.
5. For permit status, go to https://www.ladbsservices2.lacity.org/OnlineServices/?service=plr

IMPORTANT ITEMS TO READ:

1. Your early attention is suggested to the approval process from other Departments as listed on the Plan Check Correction Sheet or the Clearance Summary Worksheet due to possible delays resulting from a public hearing or other processes required by other Departments. The City Planning Department, the Community Redevelopment Agency, and others may have requirements that could significantly affect the final design of the project.
2. The permit application will expire 18 months from the plan check submittal date.
3. Please be advised that the permit will be issued upon verification of compliance with the corrections included herein. The approval of plans does not permit the violation of any section of the Building Code, Zoning Code, other LA Ordinance(s), or State law.
4. Numbers in parentheses refer to Code Sections of the 2026 Edition of the Los Angeles Codes or the current Zoning Code.

FORMS AND AFFIDAVITS:

As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services and activities.

https://dbs.lacity.gov/forms-and-publications/publications

- ☐ Summary Clearance Worksheet (attached)
- ☐ 30-Day Notice of Intent to Excavate: P/BC 2026-060
- ☐ Grading Bond: GGI/05 or GGI6
- ☐ Maintenance of Drainage Devices/Structures: PC/GRAD/Aff03
- ☐ Maintenance of Uncertified Fill/Underground Structures: PC/GRAD/Aff04
- ☐ Maintenance of Sump Pump: PC/GRAD/Aff09
- ☐ Covenant and Agreement Regarding Drainage Easement: PC/GRAD/Aff17
- ☐ Structural Observation: IN/Form08
- ☐ Maintenance of Building (Graffiti Removal): PC/STR/Aff42
- ☐ Submittal of Documents to the Grading Division

Review the following checked information bulletins and forms. Revise plans to show compliance with documents below. Copies can be obtained at: https://dbs.lacity.gov/forms-publications/publications/information-bulletins-guidelines?cats=108

- ☐ **P/BC 2026-001** Footing/Building Setbacks from Slopes
- ☐ **P/BC 2026-002** Retaining or Slough wall (4'-0" or less)
- ☐ **P/BC 2026-027** Onsite Wastewater Treatment System
- ☐ **P/BC 2026-044** Exemptions from Liquefaction, Earthquake Induced Landslide, and Fault-rupture Hazard Zone Investigation
- ☐ **P/BC 2026-050** Construction Upon Steeper Slopes
- ☐ **P/BC 2026-051** Wet Mix Shotcrete
- ☐ **P/BC 2026-057** Drainage Across Lot Property Line
- ☐ **P/BC 2026-060** 30-Day Notification of Intent to Excavate
- ☐ **P/BC 2026-068** Rules and Regulations for Hillside Exploratory Work
- ☐ **P/BC 2026-073** Policy for Stamped Plans
- ☐ **P/BC 2026-083** Retaining Wall Design
- ☐ **P/BC 2026-096** 6" Concrete Block Masonry Wall Detail
- ☐ **P/BC 2026-103** Sump Pumps for surface drainage
- ☐ **P/BC 2026-113** Reports for submittal to Grading Division
- ☐ **P/BC 2026-121** Controlled Low Strength Material (CLSM)
- ☐ **P/BC 2026-128** Guidelines for permits and inspections
- ☐ **P/BC 2026-133** Min. Info to be Shown on Grading Plans
- ☐ **P/BC 2026-139** Guidelines for determining remedial grading

A. APPLICATION

1. Provide a fully dimensioned plot plan to scale, in ink on the PCIS application's plot plan sheet.

2. Provide complete and correct legal description (Tract, Lot, Block, and Grant Deed)

3. A grading bond calculated per (7006.5.7) is required for projects with over 250 cubic yards of cut or fill in "Hillside Grading Area". Bond Forms once completed will be approved by the plan checker prior to submitting to City Attorney's Office. See the attached Bond Instructions and Bond Forms for additional information.

4. The permit application must be signed by the property owner or licensed contractor or authorized agent at the time the permit is to be issued:

a. For owner-builder permits: Owner's signature can be verified with owner's driver license. Owner's representatives must present owner's approval with a notarized letter from the owner.

b. For contractor building permits: Prior to the issuance of a building permit, the contractor shall have the following:

i. Certificate of workers Compensation Insurance made out to the Contractors State License Board.

ii. Notarized letter of authorization for agents.

iii. Copy of Contractor's State License or pocket ID

iv. Copy of City of Los Angeles business tax registration certificate or a newly paid receipt for one.

5. Obtain separate application for the following items:

a. Retaining walls d. Swimming Pools

b. Grading work e. Shoring

c. Block walls

B. CLEARANCES

1. Obtain all clearances as noted on the attached Clearance Summary Worksheet. Prompt attention is suggested as there can be delays for other departments to review the project

2. Comply with Notification requirements for over 1000 CY of earthwork in the "Hillside Grading Area". Notices must be mailed 10 days prior to permit issuance. (106.4.6)

3. Provide tabulated earthwork, including import/export quantities in cubic yards to verify compliance with the Baseline Hillside Ordinance.

4. Provide copies of the following recorded documents for the parcel:
_____.

5. A recorded affidavit is required for [lot-tie] [Maintenance of building] [_____]. Obtain a copy of the instruction to process affidavits from LADBS's web site.

6. Submit a (soils) and/or (geology) reports with the Grading Division for review and approval. Min. one copy of the report shall be unbound, wet-signed original. (7006.2)

7. Comply with the recommendation in the approved soils/geology report and the conditions of approval as stipulated in the Grading Division letter. A copy of the letter shall be incorporated onto the plan.

8. Show compliance with the conditions noted on the Grading Pre-Inspection report (107.3.2)

9. Comply with notification of adjoining property by giving a 30-day written notice (by certified mail and return receipt) of the attached letter to adjacent property owners, of intent to excavate where excavation is deeper than the foundation of adjoining building or located closer to property line than the depth of excavation. (3307.1) (P/BC 2026-060)

10. A Public hearing is required for on-site import or export of earth material in excess of 1,000 cubic yards in a "Hillside Grading Area" (7006.7). Submit a Haul Route application to the Building and Safety Commissioners Office. Processing time is a minimum of eight weeks. Call (213) 482-0466 for more information.

a. As per LAMC Section 91.7003, the definition of "Site" is as follows: Any lot or parcel of land or contiguous combination thereof, under the same ownership, where grading is performed or permitted, constitutes one "site".

11. For existing Haul Routes, the associated grading permit must be secured within 12 months from the date of Board approval and hauling must commence within 18 months from the date of Board approval. Otherwise, a new Haul Route application and hearing will be required.

12. Comply with the following Stormwater Development Construction/Planning Program requirements

a. For all projects involving either new development or redevelopment which result in the addition, creation, or replacement of 2,500 square feet or more of impervious surface area, prepare Low Impact Development (LID) Plans and submit it to the

Watershed Protection Division, Bureau of Sanitation. See attached Clearance Summary Worksheet for location and phone number

13. Site is located within a "Fault-Rupture Hazard Zone" designated by the State which requires a geological-seismic report to address potential surface fault rupture. (P/BC 2026-044)

14. Property is located within a "Flood Hazard Zone". Grading for project must comply with Flood Hazard Management Specific Plan Guidelines, (P/BC 2026-064)

15. Note on plan: "Registered Deputy Grading Inspector is required on grading and foundation earthwork where (site exceeds 60,000 sf.) (cut or fill slopes exceed 2:1) (cuts exceed 40 ft. in height and within 20 ft. of a property line) (foundation excavation below a 1:1 plane from property line) (projects involve unusual hazards) (shoring work including slot-cuts)". (1704)

16. Continuous inspection by the soil's engineer/geologist is required for_____.

C. PLANS

1. Provide 2 complete final sets of plans.

2. Provide vicinity map of scale 1" equals to 400' and grading plan 1" equals to 40'. For tentative tracts and parcel maps show all proposed lots and future property lines.

3. Provide a complete plot plan. Show: Tract and lot numbers, lot dimensions, street names, north arrow, scale of plans and tract/property boundaries,

daylight lines, slope angles and designation, dimensions of drainage terraces and location of retaining walls. (7006.1)

4. The following information must be provided on final plans:

a. Name and address of property owner.

b. Name and phone number of responsible owner's agent.

c. Civil engineer responsible for grading plan.

d. Soils engineer and/or Geologist responsible for approved reports.

e. Earthwork quantities in cubic yards for cut, fill, import/export, and removal/recompaction.

f. Job address for each site including off-site areas.

g. Complete legal description for all lots involved.

h. Top of wall elevations

i. Existing and proposed grading contours and finish grade elevations.

5. Add the following general Grading notes to the final plans:

a. All grading slopes shall be planted and sprinklered. (7012.1).

b. Standard 12-inch-high berm is required at top of all graded slopes. (7013.3).

c. No fill to be placed, until the city grading inspector has inspected and approved the bottom excavation.

d. Man-made fill shall be compacted to a minimum relative compaction of 90% max. dry density within 40 feet below finish grade and 93% of max. dry density deeper than 40 feet below finish grade, unless a lower relative compaction (not less than 90% of max. dry density) is justified by the soils engineer.

e. Temporary erosion control to be installed between October 1 and April 15. Obtain Grading Inspector's and Department of Public Works approval of proposed procedures. [>200 CY] (7007.1)

f. The owner/builder will ensure that any contractor who performs any construction activity which requires a permit at site, shall obtain a permit from California Division of Industrial Safety prior to the commencement of the activity.

6. Final plans and calculations must be signed by a registered Civil Engineer. (7006.1)

7. The following statement signed by both the soils engineer and geologist, shall be on the final plans: "This plan has been reviewed and conforms to recommendations of soils engineering/geologic reports dated _____."

8. Provide cross-sections of slopes showing existing grades, proposed slopes, areas of cut or fill, retaining walls, structures and property boundaries.

9. Detail on plans the method of temporary excavations. Dimension max vertical cuts and show trim slopes.

10. Provide benching details for fill placed on slopes steeper than 5(h):1(v) as per approved soils report. (7011.8)

11. Graded slopes are limited to a maximum slope of 2:1 [horizontal: vertical], unless it is specifically allowed by the Grading Division's approval letter of the Soil/Geo report. (7010.2/7011.2)

12. Toe of fill slopes not to be nearer to other private properties than one-half the height of the fill, with a minimum of 2 feet and a maximum of 20 feet. (7011.5)

13. Top of cut slopes not to be made nearer to project boundary than one-fifth the height of the slope, with a minimum of 2 feet and a maximum of 10 feet. (7010.3)

14. Buildings to have a level setback from ascending slopes exceeding 3:1 [H:V] a minimum of H/2 but need not exceed 15 ft. (1808.7.1)

15. Footings to be setback from descending slopes exceeding 3:1 [H:V] a minimum of H/3 but need not exceed 40 ft. (1808.7.2)

16. Detail on plans driveway center line profile. Maximum grade is 20% for center line and 10% for cross fall. Transition zones required. (10% for the first & last 8')

17. Show sections of fill with details of bottom keys and subdrain. Compacted fill to be placed on top of competent bearing material. (7011)

18. No grading permit can be issued prior to the issuance of any building permits when site is located within area designated as Grading Ordinance Hillside. (7005.1)

19. Locate the basement walls/retaining walls a minimum 12" away from the property line to accommodate the placement of the subdrain device.

D. DRAINAGE

1. Provide hydrology calculations to justify drainage design. Calculations shall be based on the proper

50-year isohyetal and the latest method adopted by the L.A. City Bureau of Engineering. (7013.6)

2. Detail pad elevations to provide minimum of 2% drainage to street. (7013.10)

3. Detail on plan methods proposed to intercept and carry off subsurface water.

4. Show on plans: subdrains required for fill placed in natural water courses. (7013.8)

5. Provide 8' paved interceptor terrace drains at 25' vertical intervals. Drain gradients may vary from 5 to 12 percent, but changes in gradient must increase in the direction of flow. (7013.1)

6. Provide a 20' wide bench every 100' of slope height (cut or fill). Retaining walls are not allowed to reduce this height. (7010.1 / 7011.1)

7. Provide 6' paved diverter terraces along top of graded slopes. (7013.2, Figure B)

8. Single run of slope interceptor terraces is not to exceed 150' to a down drain. (7013.1).

9. Show existing drainage devices on adjacent tracts.

10. Provide an approved outlet structure for all down drains, to consist of velocity reducers, diversion walls, rip-rap, concrete aprons or similar energy dissipater. (7013.5.3).

11. Concentrated drainage to be discharged into an approved location. (Drainage required into street, natural watercourse, drainage easement or other approved location.) (7013.9/.10/.11).

12. The use of dispersal wall to discharge water to areas other than street or natural watercourse is not allowed.

13. Drainage across interior lot lines creating cross-lot drainage is not permitted nor are changes in the drainage pattern which alter or increase quantity of water discharging to adjoining properties. (P/BC 2026-57).

14. Obtain modification approval from the Grading Division for the following:

a. Use of sump pump for diverting site drainage.

b. Use of dispersal wall to convert site drainage to sheet flow per P/BC 2026-057.

15. For sites located in the Upper Los Angeles River Area (ULARA) Basins (San Fernando, Sylmar and Eagle Rock Basins) obtain approval from Department of Water and Power (DWP) and Upper Los Angeles River Area (ULARA) Watermaster for use of sump pump for permanent de-watering of the site. Refer to Information Bulletin P/BC 2026-103 for additional information.

16. Submit a (soils) and/or (geology) reports with the Grading Division for review and approval for proposed infiltration of storm water. A copy of the department approval letter shall be attached to the plan.

E. BUTTRESS FILL

1. Outline and distinguish all areas of buttress or stabilization fills on the plans.

2. Provide cross-section and detail buttress fills on plans that conform to with the approved recommendations of the Soils Engineer and Geologist, and Code Section 7015

3. Detail on plans: the subdrains required to prevent hydrostatic pressure, as per an approved soils report.

4. Provide blanket seals of relatively impervious material on cut pads above buttress fills where grading exposes the strata to infiltration of water. The blanket thickness shall be as specified by the soil engineer, and 2 feet min. (7015.6)

F. OFF-SITE GRADING

1. If off-site grading is under separate ownership, provide two copies of a notarized letter of permission from the adjacent owner. Letter shall include:

   a. Legal description of parcel involved.

   b. A statement that owner has reviewed the grading plan prepared by _____ and dated _____.

   c. Permission for the contractor and his successor to have access to the premises and permission to do the work as shown on plans.

2. If off-site area is under same ownership, indicate on plans same ownership. Include on grading application legal description of off-site area.

3. Show off-site areas on 8½ x 11 application plot plan.

4. Separate grading permits are required for each lot under separate ownership within the limits of grading. (7006.6)

G. RETAINING WALLS

1. A separate plan check and/or permit is required for retaining walls. Submit structural details and design calculations.

2. Provide retaining wall details on plans, show: surface drains, subsurface drains, slope of backfill, ties at change in wall thickness and reinforcement.

3. Provide a minimum Safety Factor of 1.5 against sliding and overturning. (1807.2.3)

4. A minimum of ____ft. of freeboard is required.

5. Basement walls and slab shall be waterproofed with an L.A. City approved waterproofing material.

6. Provide material specifications for masonry, reinforcing steel, grout, mortar and concrete. Also specify any required continuous inspections per Code Section 1704.

7. Retaining walls located within (front) (side) (rear) yards shall not exceed _____ ft. per the Zoning code.

8. The number of retaining walls and their height is limited to one 12' high wall or two 10' high walls at minimum 3' apart.

9. Provide a 42" guardrail on top of walls for yard areas which drop more than 30 inches. (1015.2) (1015.3)

10. Basement and retaining walls over 6 feet high are to be designed for additional lateral loads due to earthquake motions as required by Section 91.1803.5.12 for Seismic Design Category D, E or F.

H. SHORING

1. Calculate the deflection of soldier piles and compare with the maximum allowable as specified in the approved soil or foundation report.

2. Comply with requirements for shotcrete per Code Section 1913 and IB P/BC 2026-051.

3. Comply with the approved soil report recommendations for permanent and temporary dewatering procedures.

4. Design and detail required lagging.

5. If tie-back anchors extend across the property line, a notarized letter is required from the adjacent property owner allowing the anchors to extend into their property. A separate permit is required for such offsite work. Approval from Public Works is required for encroachment of anchors into the public way.

6. Obtain a separate permit for underpinning of adjacent structures where the lateral support is being removed.

7. Shoring system is not allowed to support surcharge from adjacent structures without the recommendations of an approved soil report and evidence that the adjoining property owner has been notified 30 days in advance.

8. Record a "Maintenance of Building Support" affidavit by the owner of the subject property which will inform future owners of the subject site that the lateral support of a portion of the building foundation on the adjoining property is provided by the subterranean walls of the building on the subject site. Affidavit must be approved prior to recording. (3307.3.2)

9. Specify the Research Report number for tie-back system. Comply with approval conditions and attach a copy to the field set of plans.

10. Provide material specifications for:

☐ Concrete/ gunite: strength and type

☐ Steel: structural, reinforcing, prestress rods or strands

☐ Wood: species, grade and decay resistance

☐ Welding Rods

11. Specify on plans continuous inspections for:

☐ Concrete over 2500 psi

☐ Installation of Tie-back anchors

☐ Field welding

☐ Excavation [by Soils Engineer]

12. Specify & detail on plans excavation, shoring installation and sequence of construction procedures.

13. Obtain Department of Public Works – Engineering Bureau approval for shoring adjacent to the public way.

14. The design criteria for shoring/building does not agree with the recommendations in the approved report and/or the Department approval letter.

ADDITIONAL CORRECTIONS	CODE SECTION