



## WHEN IS A DRAINAGE PLAN REQUIRED?

### Building Inspection Requirements

A drainage plan is most commonly required if your project will create at least 1,000 square feet of new impervious surface, or if located on a sloping site exceeding 10% grade, or if it creates at least 500 square feet. Please see Contra Costa County Ordinance Code Section [74-6.012](#) for further information.

A drainage plan is required if you answer "Yes" to any of the following seven items:

| <b>SCOPE OF PROJECT</b>   | <b>YES</b>               | <b>NO</b>                |
|---|--------------------------|--------------------------|
| 1. New impervious surface of 1,000 square feet or more. ....  | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Grading or removal of more than 10,000 square feet of vegetation down to bare soil by any method. ....   | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. The site is subject to local ponding due to soil or topographic conditions. ....   | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Is located in a special flood hazard area, as defined in the County Floodplain ordinance. ....   | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Land disturbance or structure placed within 100 feet of the top bank of any watercourse shown with a blue line on the most current USGS seven and one-half minute quadrangle map. ....                           | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Overall construction of 500 square feet or more on land where the slope exceeds 10 percent. ....   | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Located in an area identified by the Building Official as having a history of flooding or erosion that may be further aggravated by, or have a harmful effect on, the construction or adjoining properties. .... | <input type="checkbox"/> | <input type="checkbox"/> |

#### NOTES:

- Plans shall be neatly and accurately drawn at an appropriate scale that will enable ready identification and recognition of submitted information.
- All persons preparing or being in responsible control of drainage plans shall sign those plans, and if a State of California licensed engineer or architect, shall affix their stamp to those plans as evidence of the person's responsibility for the plans (State of California, Business & Professions Code Section 5536.1).

1. **A drainage plan shall include the following site information:**
  - a. Flow lines of surface and subsurface waters onto and off of the site;
  - b. Existing and finished contours, at two-foot intervals;
  - c. The location of any existing buildings, structures or improvements on the property where the work is to be performed and on adjacent lots;
  - d. Sufficient information to demonstrate compliance with Chapters [816-4](#) and [816.6](#);
  - e. The location of all existing natural and man-made drainage facilities for the storage or conveyance of runoff, including drainage swales, ditches, culverts and berms, sumps, sediment basins, channels, ponds, storm drains and drop inlets serving the site.
2. **A drainage plan shall include the following drainage information:**
  - a. The location of all proposed natural and man-made drainage facilities for the storage or conveyance of runoff, including drainage swales, ditches, culverts and berms, sumps, sediment basins, channels, ponds, storm drains and drop inlets;
  - b. All surface and subsurface drainage devices, walls, cribbing, dams and other protective devices to be built with or as a part of the proposed construction;
  - c. Hydraulic calculations that show the flow-carrying capacities of proposed conveyance devices and justify the estimated runoff of the area served by any proposed conveyance device;
  - d. Discharges and velocities of proposed conveyance devices, and storage volumes of any sumps, ponds or sediment basins.

**PLEASE NOTE: All new impermeable surface areas must be noted on the plans.**

|   |   |
|---|---|
| <p><b><u>PERMIT PROCESS</u></b></p> <p><b>Building Permit Review</b></p> <ol style="list-style-type: none"> <li>1. Apply online on our ePermits Center at <a href="https://epermits.cccounty.us">https://epermits.cccounty.us</a>. You will first need to register for an account. Contractors and Contractor agents must connect a CSLB license to their online account and can apply for permits after staff has approved the license.</li> </ol> <p><b>Inspections</b></p> <ol style="list-style-type: none"> <li>1. Pre-construction inspection</li> <li>2. Rough Grading</li> <li>3. The final inspection is required after all work is complete.</li> </ol> | <p><b>Building Permit Application Requirements</b></p> <ul style="list-style-type: none"> <li>• Apply online on our ePermits Center at <a href="https://epermits.cccounty.us">https://epermits.cccounty.us</a>.</li> <li>• Provide Site Plan</li> </ul> |
|---|---|