Purpose of this handout is to clarify the rough grading certification requirements

The City of Glendora requires a licensed Professional Engineer to submit a wet signed and stamped rough grading certification on their company's letterhead prior to the issuance of a building permit. Below is the required standard format for the rough grading certification letter.

Date

City of Glendora - Public Works Department Attention: Engineering Division 116 E. Foothill Blvd. Glendora, CA 91741

RE: Project Name

Project Address: Street

Grading Permit Number: PWxx-xxxx

Gentlemen,

This letter confirms that based upon my field observations, the above site has been graded in accordance with the approved grading plan including earth fills, buttresses, stabilization measures, fill slopes surfaces and subdrains placed or constructed on the following lots were installed under my supervision in accordance with the approved grading plans, California Building Code and Glendora Municipal Code.

Lot Nos				
Sincerely,				
(The license	d professional i	s to stamp ar	nd wet sign tl	he letter)

Rough grading certification letters that do not meet this format will be rejected. The City may require an as-built drawing to be included in order to clarify any discrepancies.

Rev. 07/2013 116 E. Foothill Blvd. • Glendora • CA • 91741 Telephone: 626-914-8246 • Fax: 626-914-905