



# CITY OF GLENDORA PUBLIC WORKS DEPARTMENT

## FILL TOE INSPECTION CERTIFICATION

*The purpose of this handout is to clarify the fill toe inspection certification requirements for grading permits.*

**The City of Glendora requires a licensed Professional Engineer to submit a wet signed and stamped fill toe inspection certification on their company's letterhead prior to the issuance of a building permit. Below is the required format and required content of the fill slope inspection certification letter.**

Date

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

FILL TOE INSPECTION CERTIFICATION BY SOILS ENGINEER

RE: Project Name  
Project Address: Street  
Grading Permit Number: xxxxxxx

Gentlemen,

This letter confirms that based on my field observations, where required, ground was prepared to receive fill and all required benching was cut in in accordance with the California Building Code, Glendora Municipal Code, grading plans and soils reports reviewed by the City of Glendora.

Sincerely,

Soils Engineer of Record  
(The licensed professional is to stamp and wet sign the letter)

**Fill toe inspection 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.**

(07/2013)