



CITY OF GLENDORA PUBLIC WORKS DEPARTMENT

GRADING CERTIFICATION BY CONTRACTOR

The purpose of this handout is to clarify the contractor final grading certification requirements for grading permits.

The City of Glendora requires the licensed Contractor of record to submit a signed grading certification letter on their company's letterhead prior to the issuance of Certificate of Occupancy. Below is the required format and required content of the certification letter.

Date

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

GRADING CERTIFICATION BY CONTRACTOR

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

Gentlemen,

I hereby certify that all the work done under this permit at my direction was done in accordance with the California Building Code and the approved plans and specifications.

Signature

Contractor Name

License No. _____

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

(07/2013)

116 E. Foothill Blvd. • Glendora • CA • 91741
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