

1. Complete a Residential OR Commercial Building Permit Application online. For the “Scope of Project” select “other”. On the “Other Remarks” field, enter “FILL/GRADING and DIRT WORK ONLY”.  
*For building permit application guides, please go to: [www.houstonpermittingcenter.org/our-services/eservices](http://www.houstonpermittingcenter.org/our-services/eservices)*
2. Complete the [“Grading Permits for Excavation & Fill Worksheet” \(Form CE-1094\)](#).  
*Additional items or permits may be required based on worksheet responses.*
3. Submit a set of drawings to Building Code Enforcement that will clearly show the proposed work.

The plans should include the following:

- a. A vicinity map showing the general vicinity of the site.
- b. Site plan with the new contour grade elevations of the propose dirt work. The existing topographic survey can be used for reference. Show the existing elevation and finished elevation of fill on the plans.
- c. Provide locations of any existing or proposed stock piles and the type of materials being stock piled.
- d. The number of cubic yards being added to site.
  - 1) Location of fill area on the site.
  - 2) Type of material being added to the site.
  - 3) Dimensions of fill area. (Length X Width X Height/Depth/Thickness of Fill)
- e. Provide proposed elevations on site and around perimeter of the site to show that no storm water will overflow onto adjoining lots. (Show existing and proposed drainage patterns)
- f. Proposed utilities or foundations should not be shown on a fill and grade plan set.
- g. Provide proposed outfall location into right-of-way and callout on plans. No sheet flow to adjacent property or to any public right-of-way is allowed.  
*Additional permits may be required for review and approval as a separate process.*

**NOTE:**

When fill greater than 1 foot in height is added to a site at the property line, a retaining wall will be required. The retaining wall will need to be designed by a Professional Engineer, licensed in the State of Texas. Fill not at the property line but more than 1 foot in height, swales will need to be constructed around the perimeter of the site to prevent storm water from flowing onto adjoining parcels of property. Swales will need to start 2 feet off the property line and will need to increase 1 foot in width for every 1 foot of fill height added.