



## PLAN SUBMISSION REQUIREMENTS – RETAINING WALLS

Walls over 4 feet in height measured from the bottom of the footing to the top of the wall.

THE FOLLOWING ITEMS MUST BE SUBMITTED FOR A COMPLETE PLAN CHECK:

1. Pay \$50.00 deposit fee. The balance (if any) will be paid at the time the permit is issued.
2. Complete the permit application form. Be sure to include:
  - a) Owner
  - b) Project address.
  - c) General Contractor's name, address, license number and phone number.
  - d) Sub-contractors' names, addresses, license numbers and phone numbers.
3. Submit **2 copies (one full size and one 11 x 17)** of the site plan showing the location of the retaining wall(s) on the property.
  - a) Be drawn to scale.
  - b) Show locations of any existing buildings.
  - c) Dimension distances from the proposed wall to property lines and adjacent structures.
  - d) Show locations of any easements.
  - e) Show the location and height of the retaining wall(s) with elevations at the top and bottom of the walls and the setbacks between them.
4. Submit **2 copies (one full size and one 11 x 17)** of plans and engineering calculations.