



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 PDF drawing 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 PDF of plans and engineering calculations.**