Residential Building Permit Checklist Retaining Walls

Project Name:	
Project Address:	
Applicant:	
Applicant Address:	

	The following items are required for plan review:	YES	N/A
1.0	**Legible site plans** – digital or hard copy drawn to scale and dimensioned		
1.1	Showing property lines and dimensions.		
1.2	Showing all existing buildings, boundaries and distances to property lines.		
1.3	The location and heights of retaining walls exceeding 600mm above grade.		
2.0	**Construction drawings** - digital or hard copy drawn to scale and dimensioned		
2.1	City cheat sheets are acceptable providing all construction information is noted. Note: May only be used for wall retaining with less than 1.2 m of drained soil.		
2.2	Fences and/or guard rails have been identified atop all walls exceeding 2'0" in height that are located on property lines, and adjacent to sidewalks and roadways/lanes.		
2.3	Gravity walls constructed of concrete block must be installed as per manufacturer installation instructions. Note: Geotechnical Engineering may be required.		
2.4	Engineer designed plans (bearing seal and signature) have been submitted for all walls retaining more than 1.2 m of soil.		
3.0	**Additional permits**		
3.1	Development permit is required for any retaining wall over 0.6 m in height. May also be required for the fence (when the height of the retaining wall and the fence exceeds 2 m (6'- 6"). RE: over height fences.		
4.0	**Additional documents**		
4.1	Locate slips for underground utilities.		
4.2	Engineered drawings for walls exceeding 1.2 m in height.		
4.3	Gravity Wall details and installation guidelines.		
4.4	Geotechnical Engineering report, if required.		

**Checklist must be completed by applicant prior to submittal.
Minor changes or notes on submitted plans may be in blue or black ink.
RED INK IS RESERVED FOR DEPARTMENT.**

NOTE: Any missing or incorrect information <u>will</u> delay the permit issuance.