



Retaining Wall Submittal Requirements Checklist

APPLICANT	STAFF	
<input type="checkbox"/>	<input type="checkbox"/>	Building Permit Application / Fee / Digital plans (signed)
<input type="checkbox"/>	<input type="checkbox"/>	Soils report (Digital copy must be wet stamped & signed) specific to the project prepared by a geotechnical engineer
		<u>Site Plan showing the following information (minimum scale 1:20):</u>
<input type="checkbox"/>	<input type="checkbox"/>	➤ Property address, owner's name, and contact information of the plan preparer
<input type="checkbox"/>	<input type="checkbox"/>	➤ Topographic contours with slopes greater than 35% identified.
<input type="checkbox"/>	<input type="checkbox"/>	➤ Area of work outlined and distance to property boundaries
<input type="checkbox"/>	<input type="checkbox"/>	➤ Easements (from current title report)
<input type="checkbox"/>	<input type="checkbox"/>	➤ All physical improvements on the site (e.g. buildings, paved areas, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	➤ Underground utilities including septic tanks and associated leach fields.
<input type="checkbox"/>	<input type="checkbox"/>	➤ Drainage features, swales, creek banks, trees and other natural features on the site.
<input type="checkbox"/>	<input type="checkbox"/>	➤ Staging Plan
		<u>Grading & Drainage Plan:</u>
<input type="checkbox"/>	<input type="checkbox"/>	➤ Top and bottom wall elevations
<input type="checkbox"/>	<input type="checkbox"/>	➤ Proposed contour and finished grade elevations
<input type="checkbox"/>	<input type="checkbox"/>	➤ Surface & subsurface drainage systems including invert elevations, pipe sizes and types.
<input type="checkbox"/>	<input type="checkbox"/>	➤ Erosion control methods (may be on a separate sheet).
		<u>Structural Design:</u>
<input type="checkbox"/>	<input type="checkbox"/>	➤ Structural plans and details. Key the details to the site or grading plan.
<input type="checkbox"/>	<input type="checkbox"/>	➤ Calculations (digital copy) referencing the soils reports and supplemental reports prepared for the wall(s)