

Building Department and
Inspection Requests

RETAINING WALL PERMIT APPLICATION

PERMIT #

Date _____

Residential Non-Residential

Address of Work _____

If named street, give coordinate location _____

Subdivision _____ Lot # _____

Owner _____ Phone _____

Owner Address _____

City _____ State _____ Zip Code _____

Owner Email Address _____

Applicant _____ Phone _____

Applicant Address _____

City _____ State _____ Zip Code _____

Applicant's Email Address _____

Type of Wall:

- Rock
- Masonry
- Cast in place

Dimensions of Wall:

Height _____
(at highest point of wall)

Linear Feet _____

Valuation of Project:

\$ _____

CONTRACTOR INFORMATION

Name	State License #	Phone #
SAMPLE		

Commencement or continuation of work shall be verified only by inspection reports. Inspections are required before any work is covered. Please call if you need further information about when an inspection is required.

I hereby certify that I have read and examined this permit and that the information provided by me is true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

Signature of Applicant

Date

Please Print Name

PRINT APPLICATION & SIGN BEFORE SUBMITTING

SIGNATURE ACKNOWLEDGES PERMISSION TO ENTER PROPERTY FOR ALL INSPECTIONS

Permit Fees: Walls of 4' or less in height – No Fee
Walls taller than 4' in height – \$72.47 (also requires structural or geotech stamped engineering)

Building Code Comments _____

Approved _____ Date _____

Information required for submittal:

- 2 copies of site plan with drainage plan
- 2 copies of construction design of wall
- 2 copies of stamped structural or geotech engineering for walls taller than 4' in height

Inspections are required at the following stages:

- Progress Inspection (during construction of wall)
- Final Inspection (after wall is completed)