



City of Atascadero Community Development Department

PUBLIC INFORMATION - BUILDING SERVICES

Community Development Department 6500 Palma Avenue Atascadero, CA 93422 (805) 461-5035 fax (805) 461-7612

RETAINING WALL SUBMITTAL CHECKLIST

SEISMIC DESIGN CATEGORY C, D or E - CLIMATE ZONE 4 - WIND ZONES 85 M.P.H - EXPOSURE ZONE "B" OR "C"
ZONING ORDINANCE - NATIVE TREE ORDINANCE - ATASCADERO MUNICIPAL CODE - 2022 CBC - 2022 CRC - 2022 CEC
2022 CPC - 2022 CMC - 2022 CGBC - ENGINEERING STANDARDS - CALIFORNIA STATE ENERGY COMPLIANCE (TITLE 24)

PERMIT SUBMITTALS ACCEPTED BY APPOINTMENT ONLY

CALL 805-461-5000 TO SCHEDULE

Incomplete submittals will not be accepted

Per the California Building Code a retaining/garden wall does not require a Building Permit if:

- The wall is less than four feet high measured from the bottom footing to top of wall AND
- The wall does not support a surcharge (ie. slope, driveway, parking area or structure) AND
- The wall does not impound Class I, II, or III-A liquids

Due to the varying soils conditions throughout the City, all retaining walls requiring a Building Permit (see above) must have detailed construction plans and supporting documents stamped and signed by a design professional.

Submittal Requirements:

- Complete Application:** Must be signed by **Owner, Authorized Agent** (w/ written approval), or **Licensed General Contractor**
- Advanced Plan Check Fee:** To be determined at submittal; fees based off of square footage of the wall face, bottom of footing to top of wall
- Construction Drawings – 3 complete sets:** Drawings must be drawn to scale and organized into separate sheets. The height *and* square footage of the wall(s) must be indicated. All pages to be stamped and signed by a licensed architect or engineer
- Site Plan/Grading & Drainage Plan – 3 complete sets:** Must include: topography; site drainage, rear, front and side setbacks; location of all native trees with a drip line within 20' of construction area; location of septic tank, leach fields, sewer lines, driveways, easements, and all structures on the property.
 - **Sedimentation and erosion control measures must be incorporated into the grading & drainage plan and must be in place from October 15th through April 15th**
 - **Trees:** A tree protection plan is required for all construction within 20' of the dripline of any native tree. An arborist report from a certified arborist is required for all construction within the dripline of any native tree. A separate tree removal permit is required if any native tree is proposed for removal. If there are no native trees on the site, please note so on the site plan
- Supporting Documents:**
 - **Soils Report**
 - **Structural Calculations**

Additional information may be required to approve a specific project (ie. Grant Deed/Title Report)