RETAILING WALL SUBMITTAL CHECKLIST

SEISMIC DESIGN CATEGORY C, D or E - CLIMATE ZONE 4 - WIND ZONES 85 M.P.H - EXPOSURE ZONE “B” OR “C”

PERMIT SUBMITTALS WILL BE ACCEPTED BETWEEN 8:30 A.M. & 4:30 P.M.
Incomplete submittals will not be accepted at the permit counter

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
- **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)