



City of Atascadero

COMMUNITY DEVELOPMENT

PUBLIC INFORMATION • BUILDING SERVICES

Email: permitcenter@atascadero.org if you have questions

RETAINING WALL SUBMITTAL CHECKLIST

INTAKE MEETINGS ARE REQUIRED AND BY APPOINTMENT ONLY.

MON – THURS BETWEEN 9:00 A.M – 3:30 P.M. AND FRIDAY BETWEEN 9:00 A.M. – 11:30 A.M.

Incomplete submittals and walk-in submittals will **not** be accepted at the counter.

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 - 2025 CBC - 2025 CRC - 2025 CEC
2025 CPC - 2025 CMC - 2025 CGBC - ENGINEERING STANDARDS - CALIFORNIA STATE ENERGY COMPLIANCE (TITLE 24)

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 the wall AND
- The wall does not support a surcharge (i.e. 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 Permi (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 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. 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 dripline 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 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 naïve tree. A separate tree removal permit 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 (i.e. Grant Deed/Title Report)

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Rev Oct 21