



City of Atascadero

COMMUNITY DEVELOPMENT

PUBLIC INFORMATION • BUILDING SERVICES

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.

***Note: 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 92 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 – 2025 CWUI - 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.

Please note: 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 licensed design professional.

Submittal Requirements:

- Complete Building Permit 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. 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 for the duration of construction.
 - 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)

Email: permitcenter@atascadero.org if you have questions.

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