



RETAINING WALL **SUBMITTAL REQUIREMENTS**

Updated 03/04/2021

Retaining walls made of any material (concrete, masonry, ecology block, steel or railroad ties) unless specifically exempted are subject to permitting requirements. Terraced retaining walls are also subject to the permit requirements.

Retaining walls, including shoring structures are structural systems which provide lateral support for vertical or near vertical slopes of soil. Several common types of retaining walls include gravity; semi-gravity; cantilever; soldier pile; sheet pile; proprietary modular block; mechanically stabilized earth and soil nail retaining walls.

Permits are required when any of the following conditions apply:

1. Retaining walls greater than four (4) feet in height (when measured from the bottom of the toe of the footing to the top of the wall) – keep in mind zoning requirements still apply.
2. Retaining walls of any height supporting a surcharge (a vertical load imposed on the retained soil that may impose a lateral force in addition to the lateral earth pressure of the retained soil. Examples include sloped soil, vehicle loads supported by retained soil and fences installed on top of retaining walls.)

An application to replace or construct a retaining wall the following is required and must include the following:

1. [Permit application](#). (The applicant is the person applying for the permit not the contractor)
 - a. Provide a clear scope of work
 - b. Ensure the application is legible.
2. Letter of authorization on company letterhead authorizing the individual applying for and obtaining the permit on the company's behalf.
3. Owner Builder permits require an [Owner / Builder Declaration](#).
4. Method of payment – utilize the [credit card authorization form](#) available on the Building page.

5. Cover Sheet, Index and Site Plan. Site plan showing all structures on the property, property lines, proposed location for the construction or replacement retaining wall and setbacks from property lines. Site plan should show grade contours at two (2) foot intervals for slopes up to 15% and five (5) foot intervals for slopes exceeding 15%. ***Note: All parts of the wall, including the footing, must be located on private property owned by the individual listed as the property owner on the permit application.***
6. Construction details to include length and height. Include existing slope and any proposed grading, and depth of footing. Include reinforcing steel schedule, rebar spacing, etc.
7. Top-of-wall and bottom-of-wall elevations at various points of the length of the wall.
8. Drainage - existing yard drain locations and proposed wall sub-drain locations including discharging locations.
9. If designing exterior elements such as stairs, guards, or landscaped areas provide details e.g., rise / run / width, handrails, guards, connection hardware and material specifications.
10. Structural Calculations if applicable.
11. Specifications for soil design criteria, materials for masonry, concrete, grout, or reinforcing steel.
12. Provide a Geotechnical Report / Soils Report which shall be incorporated into the retaining wall design.
13. Special Inspection Agreement (if applicable).
14. For manufactured systems (i.e. block walls, keystone) and other engineered retaining wall systems provide the installation instructions.

Email these items to building2@ci.pinole.ca.us.

Fees: Please refer to the [fee schedule](#).