



# RETAINING WALL PERMIT APPLICATION

Date: \_\_\_\_\_

## APPLICANT INFORMATION

Applicant: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

## PROJECT INFORMATION

Type of Project:       Residential       Commercial       Residential Plat Improvement

Project Address: \_\_\_\_\_ (if unplatted – county stamped deed is required)

Subdivision: \_\_\_\_\_ Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Zoned: \_\_\_\_\_ Urban District:  Yes  No

Project Cost: \$ \_\_\_\_\_

Locations without an address will need to provide an approximate location: \_\_\_\_\_  
(e.g., north side of Main Street or Common Area of ABC Development)

Type of Material:       Concrete       Timber       Masonry       Other: \_\_\_\_\_

Number of Walls: \_\_\_\_\_

WALL	LENGTH (feet)	HEIGHT (feet)
1		
2		
3		
4		
5		

## PLAN REVIEW REQUIREMENTS

- Retaining walls that exceed 4'- 0" in height measured from the bottom of the footing to the top of the wall or hold back a surcharge will require a permit.
- Retaining wall applications must include three (3) complete set of plans drawn to scale.
- Applications submitted without proper documents will delay the application and plan review process.
  - Below is a list of required documents that must be submitted to consider an application complete.
  - Upon submittal of a complete application, the plan review process takes approximately 5 to 7 working days for residential and 10 to 14 working days for commercial.

RETAINING WALL
<input type="checkbox"/> <b>PLOT PLAN</b> – to include: <ul style="list-style-type: none"> <li>▪ Mark location of wall(s) with two measurements in feet to property line. (E.g.: wall to back property line, wall to side property line, wall to front property line)</li> </ul>
<input type="checkbox"/> <b>ENGINEERED WALL DESIGN</b>

Building(s) cannot be occupied without a Certificate of Occupancy issued by the Building Department.

By signing this form, you acknowledge the building plans submitted comply with all requirements, applicable codes, amendments and ordinances set forth by the Crescent City Council.

Applicant Signature: \_\_\_\_\_