

**Residential – Walk In**  
**Procedures for RETAINING WALLS**

- a. All permit applications must be made in person.
- b. All retaining walls that are over 4' in height require a permit. (2003 IRC Secs. 106.2 and 106.3.CFW Amendments and 105.2 and 106.1).
- c. When a permit is required, the plans must be prepared by an engineer licensed by the state to practice as such.
- d. The height is measured from the bottom of the footing to the top of the wall.
- e. Following Plan Review, it is possible the final approval will be subject to other approvals as well. [Example: located in floodplain (Engineering Department), Historic District (Planning Division)].
- f. If fence is being constructed on top of a retaining wall, the fence requirements are noted in Plan Review Section 3 – Procedures for Fences, and will require a separate permit.
- g. Retaining wall permits, similar to fences, can be issued without a primary use on the lot in any zoning district
- h. **Front Yard** = A yard across the full width of a lot extending from the street to the largest required setback of either the required, established, platted building line or projected front yard. (for the full definition, see Zoning Ordinance Chapter 9 pg 23)
- i. **Rear Yard** = A yard extending across the full width of the lot and measured between the rear line of the lot and rear line of the main building, except that area included in the side yard (as defined in Zoning Ordinance Chapter 9 pg 23)
- j. For retaining walls in succession, see 2003 IBC Amendments, Section 105.2, item #4.
- k. Multiple retaining walls on one property may be lumped on the same permit per the Building Official.