

# RETAINING WALLS



## DOCUMENT SUBMITTAL LIST

- Completed *Application for Construction or Use* (Permit application). Application must include authorized signature by the property owner if not owner occupied.
- Three copies of the Plat of Survey illustrating the location of the retaining wall.
- Three sets of plans clearly showing an elevation view of the retaining wall, material, height, drainage system, and construction details.

**Failure to provide any of the above documents may result in processing delays.**

## GENERAL INFORMATION AND FEES

1. A permit is required for the construction of retaining walls that are greater than four feet above the base grade.
2. The application review period averages three weeks. The applicant will be contacted when the permit is ready for issuance and payment.
3. If work commences prior to permit issuance, the permit fee shall be doubled.
4. A list of required inspections is provided on the reverse side of the permit. Inspections must be scheduled at least one day prior to the desired inspection date by calling the Warrenville Community Development Department (630-393-9050).
5. A permit may become invalid if work does not begin within 180 days of issuance, or if construction has been halted and not resumed for a period of 60 consecutive days.
6. Homeowners Association (HOA) approval may be required before commencing work. The issuance of a permit does not exempt HOA rules and regulations.
7. It is the homeowner/contractor's responsibility to have underground utilities located no less than 48 hours before digging commences by calling J.U.L.I.E (811).
8. Fees: \$6.00 per \$1,000 valuation, minimum \$30.00

Bond: A \$100.00 building bond is required at the time of building permit issuance, and will be refunded upon completion and approval of the project in accordance with all applicable City Ordinances in the manner in which it was initially submitted.

## REGULATIONS

1. Retaining walls not part of a retention or detention area and over four feet in height require stamped plans from an Illinois registered engineer or architect.
2. Retaining walls designed as part of a retention or detention area and over three feet in height require stamped plans from an Illinois registered engineer or architect. Such walls shall not surround more than fifty percent of the pond area and shall only be constructed of modular blocks.

3. Drawings must include an elevation view of the wall, indicate the material of the wall, height of the wall, how drainage will be provided, location(s) and type of lateral stability system, and how courses will be locked or bonded together.
4. The City's engineer may require a soils report as a condition of the review process or if concerning soil conditions are observed in the field. Certain types of soils may require special drainage, backfill materials or compaction.
5. Retaining walls and grade changes are not permitted to block natural or established drainage of grade's adjoining properties.
6. Retaining walls and grade changes are not permitted within City right-of-ways.
7. Wood used in retaining wall construction is required to be pressure treated and APWA stamped as UC4B Ground Contact, Heavy Duty or UC4C Ground Contact, Extreme Duty.
8. Tiered walls should be offset horizontally by a minimum distance of two times the exposed height of the lower wall.
9. Guards are required along open-sided walking surfaces that are located more than 30 inches measured vertically to the grade below at any point within 36 inches horizontally to the edge of the open side. The guard shall not be less than 36 inches in height and have openings not greater than four inches.
10. Any cutting of brick, stone, concrete, or similar materials must be done using the "wet-saw" method, or under the protection of an enclosed tent that completely contains the airborne particulates produced by cutting.
11. There may be other factors that require special review and inspection considerations. The applicant will be notified of any conditions that require further information.

## **INSPECTIONS**

Retaining walls that require a building permit will require one or more inspections. The backside of the issued permit will state the specific inspections required for the retaining wall project.

1. **Footing:** After excavation and prior to setting of blocks.
2. **Drainage:** After drainage rock and drainpipe has been installed but before the area is backfilled. Inspector may also need to see any required filter fabric in place.
3. **Reinforcing Grid:** A separate inspection may be required of each layer of reinforcing grid.
4. **Final Inspection:** A final inspection must be made when the wall is complete and all disturbed areas are restored.

**Approved construction documents shall be available on site at all times.**

**Alterations to the approved plans must be resubmitted to the Building Department in writing for review and approval prior to construction.**

**Where conflicts between this guide and the code occur, the provisions of the code shall prevail.**