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Retaining Wall Building Permit Requirements

(Revised August 2012)

The purpose of this document is to provide guidance in obtaining a Building Permit for a retaining wall. A Building Permit must be obtained prior to any land disturbance or building construction. Exception: A Building Permit is not required for retaining walls that are 4 feet or less in height (Construction Code Section 103.1.1 Exception No.2 (1)) provided that the slope of backfill materials does not exceed a 1 foot rise in 3 feet length.

Step 1: Obtain Approval from the Building Plan Review Section of P&D.

For retaining walls that exceed 4 feet but are 6 feet or less in vertical height, the plans and details by a Georgia registered professional engineer is not required. If the wall is greater than 6 feet in height, the plan and details must be drawn and sealed by a Georgia registered professional engineer. Please review "Retaining Walls Code Compliance Checklist" from our website www.gwinnettcountry.com ("A to Z index"). A copy of the approved site plan showing the proposed wall location must be submitted with this review. Contact the Development Review Section of P&D at 678.518.6010 regarding the approved site plan.

Step 2: Complete the Building Permit Application.

The application may be obtained from the Building Permit Counter, or from the webpage www.gwinnettcountry.com ("A-Z Index"), or by calling 678.518.6020.

Step 3: Obtain Building Permit at the Building Permits Counter of P&D.

Submit the Building Permit Application, proof of approval by the Building Plan Review Section, and permit fee. The permit fee is calculated as follows: \$6 per \$1,000 of estimated construction cost (minimum fee is \$30). There is no fee for the required Certificate of Completion. Fees must be paid at time of permit issuance

Inspection Requirements. Inspections are requested by calling P&D's 24 / 7 automated inspection line at 678.518.6277. The Building Permit Yard Card must be posted at the site and be visible from the street. The approved site plan, design and details must be present at the time of inspection.

- For "poured in place" retaining walls, a "footing inspection" must be scheduled and successfully passed prior to pouring. Once the footing has been poured, and one side of the forms & structural steel is in place, a "wall inspection" must be scheduled, performed and successfully passed.
- For "cross-tie" retaining walls, a "wall inspection" must be scheduled and successfully passed for verification of adequate "dead-men" and proper drainage design for the wall prior to backfill material being installed.
- After the wall is completely finished, final inspection must be scheduled, performed and successfully passed in order to receive the required Certificate of Completion.