



CONTRACTOR RESIDENTIAL MASTER RETAINING WALL - APPLICATION CHECKLIST

Applicant must provide all applicable documents to submit application for plan review

- Map Parcel Numbers from Real Estate Tax Receipt **OR** Recorded Deed to property
- Affidavit from owner if deed is not recorded in applicant/proposed owner's name
- Completed Building Permit Application & \$40.00 Initial Application Fee (*which will be deducted from final cost of permit when application is approved and ready for pickup*)
- Property located in a designated flood hazard area () Yes () No (*If yes, a flood development permit application may need to be submitted for approval*)
- Four copies of drawings
 - Cross Sectional View (*showing elevations, geogrid, drain tile, etc.*)
 - Fall Protection if applicable (*showing railing, spacing, post, piers, height, etc.*)
 - Engineering Calculations (*required if greater than 6 ft. from the bottom of the footing to top of wall, or if supporting a surcharge*)
 - Master Plan Name _____ (i.e., Rockwood1, Titan2, etc.)
- Two sets of complete site plans drawn to scale: *Up to 1 acre can use scale -1" =10' to 1" =60' -- over 1 acre can use scale up to 1" =100'. (Must be in increments of 10 only)*
 - *Include location & dimensions of existing structures, distance from lot lines & between structures*
 - *Location & width of any easements and/or right of way*
 - *Location & dimension of the proposed structure; distance from property lines & existing structures*

Note: All applications and plans will go to plan review for further inspection of detail before approval will be granted for issuance. Other items or detail not designated above may be required.

Note: A Copy of Master Plan(s) and supporting documentation must remain at jobsite throughout duration of construction project and for inspections. Any deviations from approved plans must be resubmitted as new Master Plan or an addendum (as approved by Building Official).