



RESIDENTIAL RETAINING WALLS SUBMITTAL REQUIREMENTS

BUILDING SERVICES



This is a comprehensive submittal list. All items may not pertain to your specific project.

**Multiple sets are required for submitting in-person. Sheet size requirements apply to in-person & [electronic submittals](#).*

Please see the Town's [Retaining Wall Handout](#) that illustrates requirements for when a permit is required for a wall.

1. Document Submittal List

A. Drawings (3 sets 24"x36" maximum, 11"x17" minimum)*

- Plot Plan - Topography shall extend beyond the site boundaries to such distance as to show vegetation or structures that might be impacted by the project.
- Architectural plan: plan(s) and exterior elevation(s)
- Structural: foundation plan, cross sections, and structural details referenced on plan(s) (Signed and stamped)
- Electrical plan
- Plumbing plan
- 2 Sets* must be stamped by [Contra Costa Central Sanitary District](#) prior to submittal

B. Supporting Documents/Calculations: (2 Sets 8 1/2" x 11")*

- Structural calculations (signed and stamped)
- Electrical Load calculations for electrical service capacity (Acceptable to provide on plans)

C. Geotechnical Report: (2 Sets 8 1/2" x 11")*

- Geotechnical Report (signed and stamped)
- Letter by geotechnical engineer confirming that the construction documents have been reviewed and determined that the recommendations in the geotechnical report are properly incorporated into the plans. (signed and stamped)

2. Document Format Information

- All drawings must be drawn to a standard engineering or architectural scale
 - a. If hand drawn, draw to scale with straight edge and legible

B. Plot Plans

- Specify the length and height of wall
- Lot dimension
- Building footprint with all projections and dimensions to property lines and existing structures
- North arrow and bar scale (or indicate scale)
- Easement(s)
- Lots with slopes over 5' requires topography with minimum of 2' contours
- For each tree provide location, species, variety, & trunk diameter in inches at 54" in height if trunk diameter is 10" and greater
 - a. Show extent of tree canopy and dripline

C. Architectural Plans

- Architectural floor plan and roof plan
- Exterior Elevations: specify all exterior finish materials
- Foundation, structural floor and roof framing plans
- Architectural Details

D. Structural Plans

- General Notes & Material Properties (e.g. Concrete, wood, steel, reinforcing, etc.)
- [Design Criteria](#) (Design Loads, Wind Loads, & Seismic Loads and Parameters)
- Soil Properties (Soil Site Class, Bearing pressure, etc.)
- Foundation plan
- Structural Details including but not limited to:
 - a. Footing, piers, and grade beams
 - e. Structural wall sections and details

E. Electrical and Plumbing Plans

- Location of outlets, fixtures, switches, and service panel(s)
- Service panel with site and ground
- Service panel amperage
- [Electrical load calculation](#) is required if an inordinate amount of equipment or appliances is proposed (e.g. tankless water-heaters, heaters, etc.)
- Gas Line Run
 - a. Can be drawn on same plan as Electrical Plan or Plot Plan if legible
 - b. Show Building Footprint and Existing Gas Meter location
 - c. Run of Gas Line with length of each segment of run shown on plan
 - d. Gas Line size (diameter and material of pipe)

F. Information

- Signature on all documents by design professional and document maker
- Name, title, California registration, address, and phone number of design professional
- Address of property and name, address and phone number of property owner
- Cover Sheet Information
 - a. Applicable codes
 - b. Description of type of work
 - c. Occupancy and type of construction
 - d. Area and height of structure
 - e. Indicate if the Main House/Residence has an existing Fire Sprinkler System
 - f. Index of drawings
 - g. List Deferred Submittals (e.g. Gas Line Sizing)

G. Other

- Fireplace: masonry or manufacturers cut sheets with listing information for make and model of prefabricated fireplaces, BTU of fireplace

Note: If your retaining wall includes a fireplace the project falls under an Accessory Structure Permit instead of a Wall Permit.