



APPLICATION FOR RETAINING WALL PERMIT

Permit #: _____

Issue Date: _____

Based upon the 2021 International Building Code (IBC) and associated Commentary, retaining walls require a permit. Retaining walls shall be designed to comply with Section 1807.2 of the IBC and comply with any Professional Practice Regulations administered by the State of Illinois. This shall apply for any walls or similar structures designed for the retention of dirt, gravel, sand, soil or other landscaping, natural, or manmade material. Other protective features such as fencing, railing, guards, or other items may be required based upon the height of the wall and the surrounding grades.

All retaining walls, regardless of height require an approved permit prior to starting work. Based upon a ruling provided by the Illinois Department of Financial and Professional Regulation, **a Structural Engineer or Architect licensed in the State of Illinois must seal retaining wall plans if total height is 4 feet or greater from bottom of footing to top of wall.** Plans prepared and sealed by a “Professional Engineer” will not be accepted. Geotechnical reports or studies may also be required in the design and review of the retaining walls.

Please submit 3 sets of sealed plans including a site plan to scale showing proposed wall, adjacent structures, pools, property lines, easements, and utilities. Retaining wall plans should include elevation details and design.

Project Address:		Estimated Cost:
Subdivision:		\$
Lot #:	Parcel ID #:	

Property Owner:	
Address:	
Email:	
Phone Number:	

Contracting Company:	
Address:	
Email:	
Phone Number:	

Height of wall: (from bottom of footing to top of wall)	
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Retaining Walls 4 feet or greater Submission Checklist:

- 3 sets of plans including elevation details and design, sealed by a Structural Engineer or Architect licensed in the State of Illinois.
- Site plan to scale showing proposed wall, adjacent structures, pools, property lines, easements, and utilities.
- Retaining Wall Permit Application

Retaining Walls under 4 feet Submission Checklist:

- 3 sets of plans including elevation details and design
- Site plan to scale showing proposed wall, adjacent structures, pools, property lines, easements, and utilities.
- Retaining Wall Permit Application

Reviewed By:

Zoning / Planning Department	Date

Approved By:

Director of Public Works; City Engineer; or Designate	Date

Please contact the Building Division at 618-692-7537 to schedule an inspection. No work shall commence prior to issuance of permit. **CALL BEFORE YOU DIG – CONTACT J.U.L.I.E. - 1-800-892-0123 FOR UNDERGROUND UTILITY LOCATIONS**