Based upon the 2006 International Building Code (IBC) and associated Commentary, retaining walls over **four (4) feet in height measured from the bottom of the footing to the top of the wall** requires a permit. Retaining walls shall be designed to comply with Section 1806 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.

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.** 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.

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Project Address ___________________________ Date __________________

Parcel ID Number ___________________________ Estimated Cost __________________

Property Owner’s Name ___________________________ Owner’s Phone # __________________

Property Owner’s Address ___________________________

Structural Engineer Contact ___________________________ Engineer’s Phone # __________________

Structural Engineer Address ___________________________

Contractor’s Name ___________________________ Contractor’s Phone # __________________

Contractor’s Address ___________________________

Approved By ___________________________ Date __________________

*(Building Official)*

Revised 9/20/12