



APPLICATION FOR Retaining Wall PERMIT

Permit No. _____

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.

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 _____ 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)