

RETAINING WALL PERMITS

REQUIREMENTS:

1. **Permit Application**

Permit application request must be submitted to the Planning and Code Administration.

If the retaining wall is an extension of the house or building it shall be included on the **building permit**.

If the retaining wall is part of on-site improvements, such as driveway, leadwalks, and landscaping, it should be included on the **site permit**.

Any retaining wall over three (3) feet in height requires a separate **retaining wall** permit and cannot be included with other on-site improvements.

2. **Plans**

Three (3) sets of plans must be submitted with the permit application.

Plans must show the retaining wall location, elevations, sections, method of construction, and materials (wood timber construction for walls over three (3) feet in height is prohibited).

Plans for retaining walls over three (3) feet in height shall be stamped by a Maryland registered structural engineer.

3. **Bonds**

Bond estimate detailing total cost of wall (labor, materials, excavation, etc.) must be submitted with the permit application.

No bond is required for walls under three (3) feet.

4. **Fees**

For up-do-date fee, please refer to Fee Schedule available at the Planning and Code Administration or on the City's website.

PERMIT APPROVALS:

1. Permit application must be approved by the City Planning Staff.
2. Plans for retaining walls over three (3) feet in height (except for the modular walls up to four (4) feet in height) must be signed and approved by the City Engineer.
3. Walls shown on approved site plans for new project construction will be permitted with the original site permit and do not require additional permitting, unless otherwise noted by the City Engineer.