



# RETAINING WALL PERMIT APPLICATION

Office of City Engineer

Please complete this form if you are proposing to install a retaining wall 4 feet or taller or located at the public Right of Way. You may Email the completed application along with your current business license to expedite the permit process. Please note wall permit applications must also be accompanied by a detailed plan and engineering drawings.

ADDRESS OF PROJECT:	
DESCRIPTION OF PROJECT:	
CONTRACTOR NAME:	
ADDRESS:	
PHONE:	EMAIL:
COST OF JOB:	
NOTES:	

I hereby certify that I have read and examined this application and know the same to be true and correct and that all provisions of federal, state, and local law and ordinances governing this type of work will be complied with whether specified herein or not.

Print and Sign \_\_\_\_\_ Date \_\_\_\_\_

- ATTACH MOST CURRENT BUSINESS LICENSE IN THE STATE OF GA
- ATTACH CALCULATIONS AND DRAWINGS OF RETAINING WALL (STAMPED BY P.E.)
- INCLUDE PAYMENT METHOD IF PAYING WITH CREDIT CARD
  - Credit Card number \_\_\_\_\_
  - Name on Card \_\_\_\_\_
  - Type \_\_\_\_\_ Exp Date \_\_\_\_\_ CVV code \_\_\_\_\_

*SEE BACK SIDE OF THIS APPLICATION FOR ADDITIONAL SUBMITTAL REQUIREMENTS*

1. Walls retaining less than 4 feet of earth or backfill are not required to obtain a permit unless they are integral to a house or building, or are at the public Right of Way. Walls that retain 4 feet or more or located at the public Right of Way must have an engineered, stamped design and plan prior to obtaining a permit.
2. The plan shall include at a minimum the following: location plan, factor of safety calculations, all dimensions, details on rebar or grid, plan and profile drawings, pictures or material type description, guardrail or fence details at top where necessary, and drainage etc..
3. Inspections (propriety or third party) are required; to include, but not limited to, footing, rebar, grid, soil, concrete, drains, and final inspection. The Inspector shall give at least 24 hours of notice of an inspection so that City Staff has the opportunity to attend, but in any case an inspection report shall include documentation of all elements of construction with photos.
4. Documentation of inspections shall be submitted to the City Engineer for review, including any photos and/or test results. [mklahr@newnanga.gov](mailto:mklahr@newnanga.gov)
5. An Engineer's certification that the wall was installed according to the design is required and must be submitted to the City Engineer prior to final approval of the project or issuance of a Certificate of Occupancy or Certificate of Completion.
6. A wall in an overlay district must be faced or finished in compliance with the standards for the overlay district, as approved by the Planning Director.

#### **ELEMENTS REQUIRED ON A LOCATION PLAN FOR WALLS**

1. North arrow, scale, lot number and address, plat reference
2. Width and location of any adjoining street right-of-ways and property lines
3. Outlines of existing and proposed buildings and structures on the site indicating ground floor area (footprint).
4. Storm Drains and Utility easements (label the utility and width of easement)
5. Location of walls, height of walls indicate Top Wall and Bottom Wall elevations.
6. Distance wall is from all structures.
7. Location of wall drains and weep holes.
8. Basic wall design elements with Engineer's stamp.