



## RETAINING WALL PERMIT APPLICATION

Engineering Department  
[mklahr@cityofnewnan.org](mailto:mklahr@cityofnewnan.org)

Please complete this form if you are proposing to install a retaining wall 4 feet or taller or on the public right of way. You can 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 WORK:	
DESCRIPTION OF WORK:	
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*



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1. Walls under 4 feet in height are not required to obtain a permit unless they are attached to the house or are on the right of way. Walls that are 4 feet or taller or located on the right of way must have an engineered stamped 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 details at top where necessary, and drainage etc..
3. Third party inspections will be required to include but not limited to the footing, rebar, grid, soil, concrete, drains, and final inspection. The third party inspector shall give at least 24 hours' notice of inspection so that City Staff can attend inspections if time permits but will document all required inspection items with pictures for the City file if we are not able to attend inspections.
4. Documentation of third party inspections shall be submitted to the Engineering Department for review including any photos and/or test results. [mklahr@cityofnewnan.org](mailto:mklahr@cityofnewnan.org)
5. An engineer's certification that the wall was installed according to the design is also required and must be submitted to the Engineering Department prior to final approval of the project or issuance of the certificate of occupancy or certificate of completion.
6. If the wall is in an overlay district it must be faced or finished to be more decorative and in compliance with the overlay district standards which are approved by the planning department.

### **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.