PERMIT APPLICATION

When applying for a permit, certain information is required to complete the permit application:

- **Description of the work**
- **Location of the project**
- **Legal owners name, address and phone number**
- **Valuation of the proposed work (contract price)**
- **Two copies of plot plan, details & engineering calculations (or applicable ICBO Evaluation Report).**

The owner or licensed contractor are the only persons who can sign the building permit application. Contractors are required to show proof of workman's compensation insurance at time of permit issuance. Upon approval of the application and issuance of the permit, the permittee has 180 days to commence work on the project.

INSPECTIONS

The following inspections are made only if a permit is issued for the retaining wall(s):

- **<u>Footing</u>: To be made after footings are trenched, steel reinforcement is in place, and prior to concrete pour.**
- **<u>Wall Reinforcement</u>: To be made after steel reinforcement and forms are in place and prior to grouting of masonry or pouring of concrete walls.**
- **<u>Drainage</u>: To be made after backfill drains and waterproofing has been installed (when applicable) and prior to backfilling.**
- **<u>Final</u>: To be made after completion of the retaining wall (including backfilling) and after the installation of any fencing or guardrails.**

<u>NOTE</u>: Some of the inspections noted may be combined or additional inspections may be required depending on the type and complexity of the retaining wall. Verify with the building inspector at the first inspection (i.e. footing inspection).

WHEN TO CALL FOR AN INSPECTION

An inspection request recorder is available on a 24-hour basis by calling (916) 355-7210. Requests received before 3:30 p.m. will be scheduled for the following business day. All calls received after 3:30 p.m. will be scheduled for two business days later.

The approved plans and the inspection card that is issued must be on the job site and available to the inspector at the time of inspection.

IMPORTANT NUMBERS

The Community Development Department/Building Division is located on the second floor of City Hall, 50 Natoma Street.

Building Permit Division
Inspection Requests
(916) 355-7210

Building Information
(916) 351-3555

Planning and Zoning
(916) 355-7214

Revised 5/21/07

RETAINING WALLS

A Guide for

CITY OF
FOLSOM
DISTINCTIVE BY NATURE

Owners and Builders

City of Folsom
Community Development
Building Division
50 Natoma Street
Folsom, CA 95630
(916) 351-3555

DEFINITIONS

Exposed Wall Height:

The exposed wall height is the vertical distance measured from the finish grade at the toe of the wall to the finish grade at the top of the wall.

Retained Height:

Retained height is the vertical distance measured from the bottom of the foundation to the finish grade at the top of the wall.

Retaining Wall:

A retaining wall is a wall designed to resist lateral earth and or fluid pressures, including any surcharge, in accordance with accepted engineering practice. This definition also applies to freestanding pool walls.

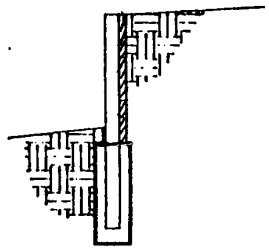
Surcharge:

A surcharge is a lateral force in addition to lateral earth pressure due to: retained soil slope greater than five horizontal to one vertical (5:1), structure footings adjacent to the retaining wall and supported by the retained soil, adjacent vehicle loads supported by the retained soil, or lateral wind loads from an attached or adjacent solid fence.

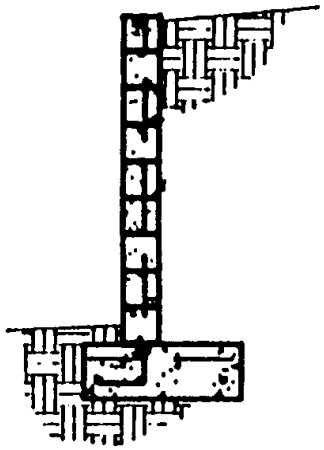
Treated Wood:

Treated wood is wood treated with an approved preservative under treating and quality control procedures.

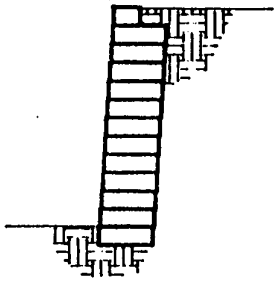
RETAINING WALL TYPES



Wood Wall



Cantilever Wall



Segmental Gravity Wall

PERMITS REQUIRED

A building permit is NOT required for:

1. **Cantilever or segmental gravity retaining walls with an exposed wall height of three feet or less, where the surface of the retained soil is level and the wall does not include a fence.**
2. **Wood retaining walls (with or without a fence) with an exposed wall height of two feet or less when the wall does not support a surcharge. All wood retaining walls shall be constructed entirely of treated wood and conform to Folsom City Standard drawing LS-43.**

All other retaining walls require a building permit.

DESIGN REQUIREMENTS

Cantilever walls retaining drained soil with level backfill shall be designed to the requirements of *1997 UBC Section 1611.6* including any requirements from an applicable Soils Report.

Design calculations are to be wet stamped and signed by a California registered civil or structural engineer (or provide ICBO Evaluation Report for applicable segmental gravity walls).

REQUIRED DRAWINGS

Plot Plan: **showing the location, extent, and height of the retaining wall in relation to any building structure, pool, property lines and public utility easements.**

Details: **showing complete construction details of the retaining wall. Details to be wet stamped and signed by a California registered civil or structural engineer (or provide ICBO Evaluation Report for applicable segmental gravity walls).**