



770-730-5600
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RETAINING WALL PERMIT CHECKLIST

Retaining Wall Permit Number: _____ Submittal Date: _____
Assigned by Staff

Parcel Address: _____ Lot #: _____

Permittee: _____ Signature: _____
Print Name Signature

Firm: _____ Phone: _____

Address: _____

Accepted/Denied by: _____

Minimum Submittal Requirements

The following documents are required in order to obtain a Fence Permit.

1. Completed Fence and Retaining Wall Permit Application.
2. A site plan showing the location of the wall.

Review Questions

Of the following, please check all that apply.

- Commercial Residential
- Home Owner's Association approval required
- Concrete Timber X-tie Block GeoGrid
- Height less than 4 feet (at any point along length).
- Height 4 to 6 feet (at any point along length).
- Height above 6 feet (at any point along length).

Please fill in the blanks below and following.

_____ 1. How many walls are proposed for the site?.

_____ 2. Please list the walls (by name or location as noted on the plan), with maximum height, length, material (type of construction), and minimum distance to the nearest property line.

Wall Name/Location	Max. Height	Length	Material	Min. Dist.
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Wall Name/Location	Max. Height	Length	Material	Min. Dist.
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- _____ 3. Heights of all retaining walls with spot elevations along wall at top and bottom. Wall heights between 4 and 6 feet will require a Wall Indemnification Agreement from the owner/builder or plans bearing a professional seal and signature of an Engineer having registration in the State of Georgia. For wall heights 6 feet and over, plans must bear a professional seal and signature of an Engineer having registration in the State of Georgia. **(Note: a copy of Wall Indemnification Agreement(s) will be required prior to approval).**
- _____ 4. How many walls require indemnification agreements?
- _____ 5. Indemnification agreements attached.
- _____ 6. Spot elevations for top and bottom of wall at all ends of and turns in each wall and at the highest anticipated wall height location.
- _____ 7. Providing additional existing and proposed topographic information may be required.
- _____ 8. If the use of walls is deemed excessive, wall heights are above normal, or apparent grading required to install the walls is considered extensive, applicant may be required to submit a Single Family Site Plan noting planned erosion and sediment control measures.