

## **Retaining Wall Submittal Process**

1. Fill out an Accessory Structure Building Permit Application so a building permit number can be assigned to the project. No fee
2. Submit 1 hard copy and 1 electronic copy to the Building Department.
3. Staff reviews the design for code/location restrictions.
4. The City will forward the submittal to a third-party Reviewer.
  - a. The Reviewer may request more information from the applicant. This can be done electronically between the two parties unless the Reviewer requests hard copies.
5. Once the Reviewer has approved the design, he submits an approval letter and invoice to the City.
6. The Developer then submits 2 final construction sets and 1 electronic copy to the City for stamp of approval.
7. The Developer then schedules a pre-construction meeting with the City Engineer. Those required to be in attendance are: Home Owner, Contractor, Design Engineer, City Engineer or his designee, Building Official.
8. The Developer then pays for and picks up the building permit.
  - a. At this time, the Developer is given 1 set of City stamped plans to have on site, the City keeps the other hard and electronic sets.
9. Construction of wall.
10. When construction is complete, the design engineer must submit a non-ambiguous letter to the City stating the wall was built according to design.