

City of Pittsburg
 Community and Economic Development Department
 Building Division
 65 Civic Avenue
 Pittsburg, CA 94565-3814
 (925) 252-4910

CHECKLIST FOR RESIDENTIAL RETAINING WALL

Form Instructions:

1. The owner and/or contractor shall complete this checklist to verify the application package is completed for plan review based on this checklist.
2. Submit this **Checklist** with the project application package.

Project Address: _____

Project Type (Pre-manufactured* or Engineered): _____

Examples of Pre-manufactured Retaining Walls: Keystone, Pavestone, etc.

Engineered retaining walls will be required if the retaining walls have surcharges from other than retained soils behind the retaining walls (e.g. retaining walls that have surcharges from adjacent structures).

#	Checklist Items	Sheet #
1	<u>Expansive Soil Condition, Setback and Utility/Water/Flood and Wastewater Easements</u> Prior to commencement of project, please check following: <ol style="list-style-type: none"> 1. Setback requirement with Planning Division 2. Easements with Engineering Division 	
2	<u>Provide a cover sheet with following information</u> <ol style="list-style-type: none"> 1. Applicable Codes (e.g. 2022 California Residential Codes) 2. Project Address 3. Scope of Work (e.g. 36 feet long 5 feet high new pre-manufactured retaining walls in the backyard; three 30 feet long tiered engineered retaining walls in the backyard) 4. Sheet Index 	
3	<u>Scope of Work within the Property Limit</u> <ol style="list-style-type: none"> 1. Clearly state scope of work (e.g. replacement of existing? new? etc.). 2. Clearly label the entire property dimensions, and identify all easements, if any. 3. Specify the type, locations, length, height* of retaining walls. (Height* - height of retained earth; height shall include the thickness of footing) 	
4	<u>Project Valuation</u> - Provide an accurate valuation. The valuation must include the cost of all materials, labor, profit and overhead. Provide a cost breakdown or similar to verify the valuation. <ol style="list-style-type: none"> 1. Provided a stamped Engineering's Estimate 	
5	Structural Calculations submitted by a licensed Structural Engineer	
6	Provide fully dimensioned site plan to scale with north arrow. Clearly show existing and proposed: <ol style="list-style-type: none"> 1. Provide site plans showing structures on all four sides of the retaining wall. 2. Show setback from the property lines. 	

#	Checklist Items	Sheet #
7	<p><u>Retaining Walls on Expansive Soils, Retaining Surcharges from Retained Soils Behind, and/or on Slope</u> - please provide plans per one of the following options:</p> <p>Option 1: Provide a geotechnical report and a letter from a structural engineer stating that the design is adequate for site's soil conditions; or</p> <p>Option 2: Provide a justification of how below were addressed in the proposed design:</p> <ol style="list-style-type: none"> 1. Site's known expansive soil conditions; 2. Site's unknown soil conditions; and 3. Surcharges from retained soils. 	
8	<p>Provide plans per engineered design or manufacture specifications and/or construction manual:</p> <ol style="list-style-type: none"> 1. Show construction materials, dimension, height, and length of each retaining wall unit (e.g. specification and retaining wall unit model #); 2. Stamped and signed engineered calculations or manufacture specifications and/or construction manual; 3. Show height of each retaining wall and distance between retaining walls; 4. Show type and size of drainage pipe; 5. Show type, size, and location of vertical and horizontal rebar; and 6. Show other construction components that are not listed above but required by the design engineer or per manufacture construction manual (e.g. geogrids). 	
9	<ol style="list-style-type: none"> 1. All permanent retaining walls shall be reinforced concrete block, or other material as approved by City Engineer. 2. No permanent wood retaining walls allowed in front or side yards. 3. The design of all retaining walls shall be per recommendations of geotechnical report or minimum requirements of UBC (when geotechnical report is lacking). 4. Show location where subdrains daylight (i.e. connect to area drains, conveyed to landscape, etc.). Provide a detail. 5. All walls greater than 4' in height shall be designed by a civil or structural engineer. Plans and calculations require a building permit and shall be submitted by to the City Engineer for review and approval. 6. Show the final proposed grade behind the retaining wall. <p>NOTE: Height of wall is measured from bottom of footing to top of wall.</p> <p>**Please see Figure 1 and Figure 2 for reference</p>	
10	<p>Based on the scope of project and per site conditions, Building Division may require additional information prior to permit issuance.</p>	
11	<p>Retaining walls will be approved by any or all of the following Divisions: Building, Engineering and Planning.</p>	

Figure 1

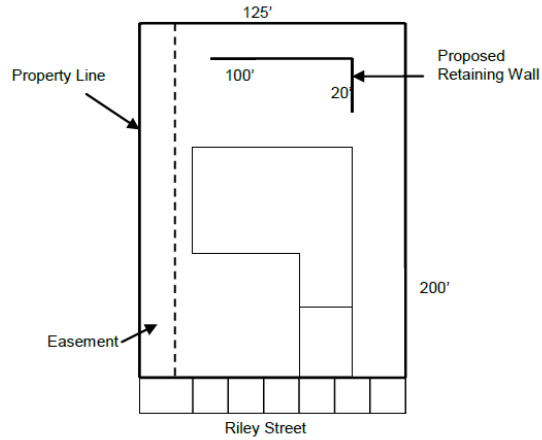
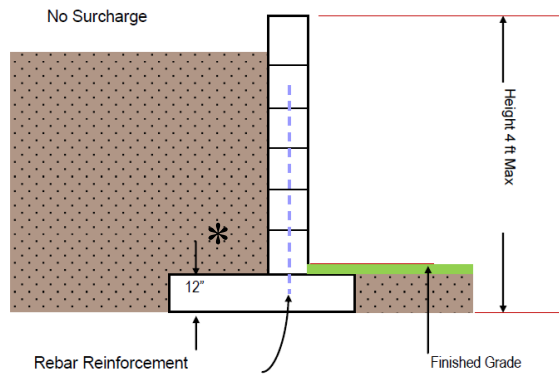


Figure 2



* Show proposed drainage behind the wall, location(s) where drainage pipe discharges, and drain rock.

Figure 3

