



## **CITY OF WATERTOWN**

Department of Building Inspections

309 Lewis Ave S, PO Box 279

Watertown, MN 55388

Phone (952) 955-2681 – Fax (952) 955-2695

## **RETAINING WALL REQUIREMENTS**

### **REQUIREMENTS FOR BUILDING PERMIT APPLICATIONS**

1. Building permits are required for retaining walls that are greater than four (4) feet in height measured from the bottom of the footing to the top of the wall. (Retaining walls over four (4) feet require engineered design or to be designed by a licensed engineer.)
2. Completed Building Permit application form with signature.
3. Submit two (2) copies of a Certificate of Survey, drawn to scale indicating the lot dimensions, the location and ground coverage area of existing structure(s), and the location and area of the proposed structure. Indicate the setbacks from property lines. A certificate of Survey for the property may be on file at City Hall.
4. Submit two (2) copies of plans showing proposed designs and materials. Plans shall be drawn to scale and shall include the following information.
  - a. A plan review indicating the type of materials to be used (treated timbers, keystones, etc.) and the method of installation.
  - b. A cross section and an elevation drawing of the wall.

### **LOCATION OF RETAINING WALLS**

For specific zoning requirements, please contact the Zoning Department at City Hall.

### **DRAINAGE EASEMENTS**

Drainage easements should not be altered. Prior to construction of any wall, or alteration of grade, a search for easements on the property shall be completed, and utilities shall be located.

### **REQUIRED INSPECTION**

**Final:** The best time for the inspection is during the halfway point of the retaining wall construction.

If you have any questions, please call the Building Official.