

RETAINING WALL PERMIT APPLICATION CHECKLIST

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Please check one of the following boxes:

- ☐ The Retaining Wall is considered Critical to the Stability of a Building Foundation
 - If the retaining wall is critical to the stability of a building foundation and is within the zone of influence (as explained in the "**Professional Practice Guidelines Retaining Wall Design**"), Letters of Assurance in the form of a Schedule B are required.
- ☐ The Retaining Wall is not considered Critical to the Stability of a Building Foundation
 - If the retaining wall does not meet the zone of influence requirements (as explained in the "**Professional Practice Guidelines Retaining Wall Design**"), a "**Retaining Wall Assurance Statement**" (as outlined in the "Professional Practice Guidelines Retaining Wall Design") is required prior to final approval.

For retaining walls over 1.2 meters in height (see Retaining Wall Handbook)

Retaining Walls over 2 Meters in height require a Development Permit with Variance –

Please contact the Planning Department for further information.

- ☐ Planning Compliance Form
- ☐ Retaining Wall Application Checklist
- ☐ Retaining Wall Building Permit Application Form
- ☐ Agent Authorization Form *(Required if property owner is not applying for permit)*
- ☐ Title Search *(Copy of title printed within 30 days of application date - include all related rights-of-way, easements and covenants. Obtained from the Land Title Office or a lawyer, notary or real estate office.)*
- ☐ Covenants, Easements and Rights-of-Way *(Obtained from the Land Title Office or a lawyer, notary or real estate office. Document numbers are listed on Title Search)*
- ☐ Site Plan of Subject Property to Scale *(Include the proposed and required setbacks, existing building location, location of proposed retaining wall, and driveway location)*
- ☐ Required Drawings
 - One set of Sealed Engineered plans *(minimum scale 3/16" = 1' for floor plan and 1/8" = 1' for elevations)*
 - ☐ Foundation Plan
 - ☐ Cross Section
- ☐ Site Disclosure Statement *(Required by Ministry of Environment)*
- ☐ Business Licence *(if applicable)*

This checklist is intended to provide you with the minimum requirements for a Retaining Wall Permit application pursuant to the "Building Bylaw". For more detailed information see the Retaining Wall Handbook.