



City of Highland
Building and Zoning

Application for Retaining Wall

Application Date: _____ Permit Number: _____
Permit Fee: \$50.00 Residential or \$100.00 Commercial Check/Cash/CC: _____
Applicant: Owner/Contractor (Circle One)

Property Location

Street Address: _____
Job Value: _____ Estimate Start Date: _____

Property Owner Information

Name: _____
Business Name: _____
Street Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Alternate Phone: _____ Email: _____

Contractor Information

General Contractor: _____
Street Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Alternate Phone: _____ Email: _____

Job Site Contact: _____ Phone: _____



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Project Details

How many retaining walls are proposed? _____

Indicate height of each wall:

Wall 1: _____ Wall 2 _____ Wall 3 _____ Wall 4 _____

Type of material used for wall construction: _____

**Submit data from supplier for wall system installation requirements.
If the retaining wall is not a manufactured system then submit a detailed drawing.**

Possible Required Inspections

Please call the Building and Zoning office at 618-654-9891 at least twenty four (24) hours prior to requested inspection time.

- Building Site
- Footing: After excavation when rock has been completely compacted or by design specifications, prior to setting any blocks or pouring wall.
- Drainage: After rock has been installed but before the pipe is completely covered. The filter fabric must be visible.
- Reinforcing Grid: An inspection is required before covering each layer of the "required" reinforcing grid. The number of inspections will vary from job to job depending on the design and height of the wall, usually this is approximately every 48" vertical rise.
- Final Inspection

Railings will be required for retaining walls that are more then 3 feet above the finish grade.

Guards shall be provided in accordance with Sections R312.1.1 through R312.1.4.

R312.1 Guards

Guards shall be provided in accordance with Sections R312.1.1 through R312.1.4.

R312.1.1 Where Required

ILLUSTRATION

Guards shall be provided for those portions of open-sided walking surfaces, including stairs, ramps and landings, that are located more than 30 inches (762 mm) measured vertically to the floor or grade below at any point within 36 inches (914 mm) horizontally to the edge of the open side. Insect screening shall not be considered as a guard.

R312.1.2 Height

Required guards at open-sided walking surfaces, including stairs, porches, balconies or landings, shall be not less than 36 inches (914 mm) in height as measured vertically above the adjacent walking surface or the line connecting the nosings.

Exceptions:

Guards on the open sides of stairs shall have a height of not less than 34 inches (864 mm) measured vertically from a line connecting the nosings.

Where the top of the guard serves as a handrail on the open sides of stairs, the top of the guard shall be not less than 34 inches (864 mm) and not more than 38 inches (965 mm) as measured vertically from a line connecting the nosings.

R312.1.3 Opening Limitations

Required guards shall not have openings from the walking surface to the required guard height that allow passage of a sphere 4 inches (102 mm) in diameter.

Exceptions:

The triangular openings at the open side of stair, formed by the riser, tread and bottom rail of a guard, shall not allow passage of a sphere 6 inches (153 mm) in diameter.

Guards on the open side of stairs shall not have openings that allow passage of a sphere 43/8 inches (111 mm) in diameter.



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Retaining Wall Site Plan

A large, empty rectangular box with a black border, intended for the Retaining Wall Site Plan.

Include the following information:

1. North Arrow
2. Dimensions of lot
3. Footprint of retaining wall & distance from property lines
4. Location and names of streets
5. Location of all utilities
6. Erosion control placement



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Building Permit Fine Schedule

\$50.00 Fine**

- Calling/Scheduling an inspection and not being ready when the inspector arrives to perform it***. Fee doubles each time the inspector has to return to the site for the same inspection. For example: First time at site and not ready – no charge, second time \$50.00, third time \$100.00, fourth time \$200.00, and so forth.

\$50.00 Fine for each item

- Mud on the pavement brings a written warning the first time. The general contractor is advised in the warning to remove it from the pavement within two (2) hours (General contractor is responsible for notifying all sub-contractors). Notice also states that this will be the only warning, throughout the construction project. If the City observes or receives another complaint, a stop work order will be issued along with a ticket. First time – written warning notice, second time \$50.00, third time \$100.00, fourth time \$150.00, and so forth.

\$500.00 Fine for each item

- Working without a permit when one is required.
- Covering up work without an inspection. (Must pass inspection prior to being covered up.)
- Failure to call for a final inspection.
- Occupying the structure before the issuance of a certificate of occupancy.

** Does not apply to re-inspections of corrected work.

***Applies to all Inspections.

After Hour Inspection Fees

Monday - Friday.....	\$126.00*
Saturday.....	\$126.00*
Holidays & Sundays.....	\$160.00*

*Subject to change

I hereby certify that I have read and examined this document and known the same to be true and correct. I agree to conform to, and have been apprised of, all applicable laws and codes of this jurisdiction. I further certify that I am the owner or the owner’s authorized agent and that the proposed work is authorized by the owner. I understand that the work shall not begin until permit is issued, that I am responsible for calling for all required inspections, that work shall be accessible for the inspection, that a final inspection approval and Certificate of Occupancy are required prior to occupying the building. I certify that the code official or the code officials authorized representatives shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to such permit.

Signature of Applicant: _____ Date: _____