



CITY OF TUMWATER
 555 ISRAEL RD. SW, TUMWATER, WA 98501
 (360) 754-4180
 Email: cdd@ci.tumwater.wa.us

**RETAINING WALL
 Submittal Checklist**

TUM -	DATE STAMP
RCVD BY	

APPLICANT INFORMATION (please print neatly)

NAME OF APPLICANT: _____

SUBJECT PROPERTY INFORMATION

ADDRESS OF PROPERTY (COMPLETE): _____

In order to install a retaining rockery or keystone wall, a submittal shall consist of all items on this checklist unless waived by Staff.

A. APPLICATION	N/A	Provided	Staff
1. Provide a complete and signed (by owner or authorized representative) application and applicable fee.			

B. SITE PLAN (ENGINEERING SCALE)	N/A	Provided	Staff
1. The site plan(s) shall be fully dimensioned showing two-foot elevation lines, with all structures and retaining walls shown.		<input type="checkbox"/>	<input type="checkbox"/>
2. Draw plan to scale of 1" = 10' or larger.		<input type="checkbox"/>	<input type="checkbox"/>
3. List complete parcel number(s) and indicate total square-footage of the site.		<input type="checkbox"/>	<input type="checkbox"/>
4. Show: Date, north arrow and scale.		<input type="checkbox"/>	<input type="checkbox"/>
5. Provide a description of the work being done.		<input type="checkbox"/>	<input type="checkbox"/>

C. FOR WALLS FOUR FEET AND HIGHER OR ANY WALL SUPPORTING A SURCHARGE	N/A	Provided	Staff
1. Provide:			
a. Structural engineer's stamped and signed plans and calculations.		<input type="checkbox"/>	<input type="checkbox"/>
b. Dimensioned footing and wall plans.		<input type="checkbox"/>	<input type="checkbox"/>
c. Dimensioned cross section of footing and wall.		<input type="checkbox"/>	<input type="checkbox"/>
d. Details of reinforcement.		<input type="checkbox"/>	<input type="checkbox"/>
e. Setbacks from property lines, rights-of-way and building.		<input type="checkbox"/>	<input type="checkbox"/>
f. Drainage details for retaining wall, including location where drainage from wall will be discharged.		<input type="checkbox"/>	<input type="checkbox"/>

D. ADDITIONAL INFORMATION	N/A	Provided	Staff
1. Installation of engineered retaining, rockery or keystone walls requires full-time inspection by a WABO-registered special inspector. Provide information on special inspection company and special inspector who will be performing the inspections.		<input type="checkbox"/>	<input type="checkbox"/>

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E. ELECTRONIC SUBMITTAL	N/A	Provided	Staff
1. Submitting online: Upload documents, naming them with the project address and document name (project address – application, checklist, plans, etc).	<input type="checkbox"/>	<input type="checkbox"/>	
Submitting in person: USB drive containing apps, checklist, plans, reports, etc. as outlined under B and C above, in PDF-file format. Maximum format shall be 300 dpi.	<input type="checkbox"/>	<input type="checkbox"/>	

I verify that all required documents associated with this application have been submitted.

Signature of Applicant/Representative

Date