

July, 2014  
BUILDING DIVISION

# ***HOW TO APPLY FOR A RETAINING WALL PERMIT***

This guide outlines the necessary steps to obtain a building permit for a retaining wall on a residential property.

This is for general guidance only and does not replace by-laws or other legal documents.

## **General Information**

A retaining wall, or any portion of a retaining wall, shall be located within your property and is not permitted to be constructed within any Right-of-Way, easement or restrictive covenant area. A building permit is required for a retaining wall greater than 1.2m in height, when it's supporting ground critical to the stability of building foundations or located on sloping hillsides.

## **What Will Be Needed When Applying For A Retaining Wall Permit?**

- A completed Building Permit Application form.
- A current Title Search which may be obtained from the Land Title Office.
- Owner Authorization Form (if Applicant is not the registered Owner).
- A Schedule "B" from the project Engineer.
- Certificate of Insurance from the project Engineer.
- One complete set of drawings, including:
  - A site plan drawn accurately at a scale of 1/8" = 1'0" showing:
    - The entire lot, legal description of the property, property lines and identification and dimensions of setbacks of the main dwelling from the property line, easements right-of-ways or restricted covenant areas;

- Location and extent of the proposed retaining wall;
- Top and bottom elevations of the wall;
- Existing and proposed grades; and
- Locations and size of all existing trees on the lot and also location of any nearby trees on the boulevards or neighbour's lot (Tree barriers may be required for by-law size/protected trees).

A cross section at a scale of 1/8" = 1'0" or metric equivalent that shows:

- Height of wall;
- Construction materials being used; and
- Proposed drainage behind wall if required.

All plans and information submitted must be legible and suitable quality for scanning. Minimum size 11" x 17" sheets are required (24" x 36" preferred). Blueprint paper, vellum or graph paper will not be accepted. Drawings in colour ink or in pencil will not be accepted. Drawings should not be laminated. Reversed plans are not acceptable.

Payment of the permit fee.

A damage deposit may be required.

### **How to Apply**

To apply for a secondary suite permit, submit the documents listed above to the Building Division. Basic information about the property will also be requested at the time of application.

### **After an Application Has Been Submitted**

Once the plan reviewer is satisfied that all the requirements have been met, the permit will be issued and the applicant will be notified. You will be required to have the drawing at the location at all times during construction.

The Trees and Landscape Department will also do a review of the application to determine if there are any tree protection requirements.