



City of National City Office of the City Engineer

1243 National City Blvd., National City, California 91950-4397
(619) 336-4380

RETAINING WALL CONSTRUCTION REQUIREMENTS AND PERMIT INFORMATION

The following requirements pertain to non-building/non-bearing cantilever retaining walls constructed of reinforced concrete or masonry block, and retaining level or sloping backfill (with or without surcharge):

- 1) A retaining wall plan and permit is required for walls over three (3) feet in height (measured from the top of the wall to the top of the footing). The plan must be submitted to this office for review and approval, prior to the construction permit. Refer to the City checklist for preparation of the plan.

NOTE: Retaining walls less than, or equal to three (3) feet in height are exempt from these permit requirements, if no vehicular loading (surcharge) is present, and the backfill is level. Therefore, if a wall is 2 feet high and is supporting a driveway slab, it will require a plan and permit.

- 2) All retaining walls permitted here-on shall comply with the applicable Regional Standard Drawings (so-called standard walls), or shall be specially designed by a structural or civil engineer, if non-standard type. Structural calculations and soils report will be required for special designed walls.

NOTE: Retaining walls exempt from permit must still be constructed in accordance with the standard drawings. These drawings can be obtained from the Engineering Department at no charge. Timber or railroad tie walls are not considered standard walls and will not be permitted in this city.

- 3) The permittee shall submit a plan check and construction inspection deposit, or pay a flat permit fee for the review of the retaining wall plan, and the construction inspection services which will be provided by the City. The dollar amount is to be set by the permit engineer and will depend on the quantity of wall being constructed.
- 4) If an excavation over 5 feet is proposed, a shoring plan and Cal-Osha permit will be required prior to the construction permit. See exhibit attached for a sample Cal-Osha permit. Please be advised that the inspector will not perform any job inspections, unless proper shoring of the excavated areas is provided.

- 5) Upon the approval of the plan (and other submittals), the applicant has two options:
- a) If owner/builder, the applicant will be issued a permit by this office to proceed with the work and complete the construction within a specified time.
 - b) If a contractor is involved, the permit will be issued to the contractor. The following will be required of the contractor, however, prior to the permit:
 - Evidence of registration with the state licensing board as either a Class C-8, Class A, or Class B contractor.
 - Evidence of valid city business license. Call the Office of Finance and License Inspection at 336-4261 to obtain or renew a business license.
 - A certificate of liability insurance naming the City as additional insured with a \$1,000,000 coverage, and a 30-day cancellation notice.

6) **INSPECTIONS**

Follow the guidelines in Standard Drawing C-7 for the sequence of retaining wall inspections. If you do not call for any inspections, your job will not be accepted and the project deposit will not be refunded. Also, adhere to the Cal-Osha regulations for the provision of proper shoring, and the City permit requirements for construction site maintenance. Once the final inspection of the job is conducted, the Engineering Department will refund any remaining balance of the deposit to the property owner. When placing calls for inspection, always give the permit number, your telephone number and name, the site address, the type of inspection, and the date the inspection is requested. Allow at least 24 hours before the inspector can respond to your call.

NOTE: PROPERTY OWNERS CONSTRUCTING WALLS WITHOUT PLAN APPROVAL OR PERMIT WILL BE SUBJECT TO NOTICES OF VIOLATION FOR NON-COMPLIANCE WITH CITY CODES, AND WILL POSSIBLY FACE LEGAL ACTION. ALWAYS CONSULT WITH THIS OFFICE PRIOR TO DOING ANY WORK.