

MONTEREY COUNTY RESOURCE MANAGEMENT AGENCY

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LAND USE & COMMUNITY DEVELOPMENT | PUBLIC WORKS & FACILITIES | PARKS

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RETAINING WALL CONSTRUCTION BUILDING PERMIT SUBMITTAL REQUIREMENTS

GENERAL REQUIREMENTS FOR ALL PERMIT SUBMITTALS FOR RETAINING WALL CONSTRUCTION

- PLANS ARE REQUIRED TO BE LEGIBLE AND BE SUBMITTED AS EITHER BLUE PRINT PROCESS OR PHOTOCOPY.
 - PLANS ARE REQUIRED TO BE WET SIGNED AND DATED IN INK BY THE PREPARER ON EACH SHEET PRIOR TO ISSUANCE.
 - PLANS SUBMITTALS ARE REQUIRED TO INCLUDE THE SITE ADDRESS (JOB ADDRESS) ON THE FIRST SHEET OF THE PLANS.
 - PLANS ARE REQUIRED TO BE DRAWN TO AN APPROPRIATE SCALE AND SIZE.
 - PLANS THAT REQUIRE CALCULATIONS AND OR SPECIFICATIONS ARE REQUIRED TO BE WET STAMPED AND SIGNED BY A LICENSED PREPARER.
1. **COMPLETE SITE PLANS (10 COPIES)**
 - A total of ten (10) copies of a complete site plan MAY be required for which six (6) shall be attached to the building/construction plans and four (4) sets shall remain separate. ***See Complete Site Plan Handout.***
 2. **COMPLETE SETS OF CONSTRUCTION/BUILDING PLANS (6 COPIES)**
 - Six (6) copies of complete construction drawings and details are required for a project submittal of this type. ***See Complete Set of Building Plans Handout.***
 3. **STRUCTURAL CALCULATIONS (2 SETS)**
 - If the retaining wall requires a permit, structural calculations and specifications are required. The calculation submittal must be prepared by an authorized person, typically a licensed engineer or architect.
 4. **GEOTECHNICAL REPORT (2 SETS)**
 - Geotechnical Report is required
 5. **SOIL ENGINEER REVIEW LETTER (2)**

THIS DOCUMENT IS INTENDED ONLY AS A GUIDE. SPECIFIC REQUIREMENTS OR DOCUMENTS MAY DIFFER BASED UPON YOUR SPECIFIC APPLICATION AND THE BUILDING CODE.

It is unlawful to alter the substance of any official form or document of Monterey County.