



City of Holly Springs Community Development RETAINING WALL PERMIT APPLICATION

**PERMIT WILL NOT BE ISSUED WITHOUT SITE PLAN REVIEW APPROVAL.
OTHER APPROVALS MAY ALSO BE REQUIRED.**

***Required Fields. Permit will not be processed unless these fields are complete.**

*PERMIT/PROJECT #: _____ *DATE: _____

List all active permits associated with address or parcel _____

*Property Owner: _____ *Phone #: _____

*Property Address: _____

*City: _____ *State: _____ *Zip: _____

Parcel ID: _____ Subdivision: _____ Lot#: _____

*Contractor/Company: _____ State License #: _____

*Address: _____ *City: _____

*State: _____ *Zip: _____ *Phone: _____

Sewer or Septic | SqFt. _____

This application must be accompanied by a wall design signed and sealed by a Georgia registered engineer and a site plan showing the lot, house location, wall location(s), top-of-wall elevations, direction of wall face and distances from property lines as well as easements and buffers. If a landscape buffer is required, a landscape plan must be included as well.

Length of wall: _____

Height of wall at highest point above grade: _____

Closest distance to a property line: _____

Subdivision or phase of subdivision where proposed retaining wall(s) are to be constructed:

State Erosion Control Cert. Required YES NO Cert#: _____

Signature of Applicant: _____ Printed Name: _____

Staff Comments:

Wall Placement/Footing Inspection Pass Fail Comments: _____

Inspector: _____

Wall Completion Inspection Pass Fail Comments: _____

Inspector: _____

Engineers Certification Letter Date Received: _____

Retaining Wall Permit Process

ALL walls require a permit and inspection

- Applicant must provide the following in e-plan solutions:
 - Signed application
 - Legal plat showing all buffer and easement locations as well as proposed wall location.
 - Engineered drawing of proposed wall including material detail (NOT required for Walls UNDER 4ft in height.)
- Plans should be reviewed and approved by Building Department, Stormwater Department, and Engineering Department.
- Upon approval, applicant should stake out location and call the Building Department for inspection.
- Building Department should use plans to field verify that placement of wall is correct per the approved plan.
- Upon passing placement inspection, applicant may construct the wall.
- Upon completion of wall construction, applicant should submit for final inspection to be done by Engineering Department.
- Applicant should submit engineer's certification letter to Building Department.(NOT required for Walls UNDER 4ft in height.)
- Upon passing final Inspection, and receipt of the certification letter, a certificate of completion will be issued by the Building Department.