



You can see your future from here

RETAINING WALL PERMIT APPLICATION

VILLAGE ENGINEER/BUILDING & ZONING
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GODFREY, IL 62035
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PROJECT INFORMATION

Submittal Date _____

Project Address _____

Parcel ID Number _____

Approx. Size and Type of Wall _____

Estimated Cost of Project \$ _____ Tentative Start Date _____

OFFICE USE ONLY	
Fee Amount	_____
Cash	_____
Check	_____
File No.	_____
Intake Clerk	_____

A Retaining Wall Permit is required when any of the following conditions are met:

1. The wall exceeds 48" in height. Height is measured from base of footing to top of wall.
2. The wall exceeds 24" in height and supports a surcharge load (driveway, pool, etc.).

REQUIRED TO BE SUBMITTED WITH APPLICATION (Check all that apply)

- ☐ Plan view showing the project limits along with the following:
- Property lines with dimensions shown as well as any known easements
 - Location of proposed retaining wall with distance from property lines and easements shown
 - Top and Bottom of wall elevations shown at regular intervals
- ☐ Plans from manufacturer or material supplier which show the required installation of the wall system, if applicable
- ☐ Plans stamped by a structural engineer or architect licensed in the State of Illinois

CONTACT INFORMATION

CONTRACTOR	Company _____	Email _____
	Name _____	Telephone _____
	Address _____	Mobile _____
	City _____ State _____ ZIP _____	Fax _____
ENGINEER	Company _____	Email _____
	Name _____	Telephone _____
	Address _____	Mobile _____
	City _____ State _____ ZIP _____	Fax _____

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TERMS AND CONDITIONS

DESIGN

Retaining walls shall be designed to comply with the 2012 International Building Code. Based upon a ruling provided by the Illinois Department of Financial and Professional Regulation, a Structural Engineer licensed and registered in the State of Illinois must design and seal the retaining wall plans. Geotechnical reports or studies may also be required in the design and review of the retaining walls.

INSPECTIONS

Inspection shall be requested at least twenty-four (24) hours prior to each of the milestones specified below:

1. **Footing:** After excavation and compaction of rock base (prior to setting any blocks/timbers).
2. **Drainage:** After rock has been installed but before pipe is completely covered (filter fabric must still be visible).
3. **Reinforcing Grid:** After each layer of the reinforcing grid is installed but prior to covering it. The number of inspections will vary depending on size of wall and manufacturer's instructions/approved drawings.
4. **Final:** A final inspection must be performed when the wall is completed and surrounding disturbed areas have been restored with seed/straw, sod, or as indicated on the approved plan.

DAMAGES AND PENALTIES

- Any person who shall violate or fail to comply with any provision of this chapter or the codes adopted pursuant to this chapter, the directive of any code official or other authorized officer of the village charged with the enforcement or administration of any of the provisions of this chapter or the codes, or of a permit or certificate issued under the provisions of this chapter or the codes adopted by this chapter, shall be guilty of a violation of this chapter and subject to a fine as provided by section 1-10. Each day that a violation continues shall be deemed a separate offense. In addition to the imposition of the penalties provided for in this section, the village, by its duly authorized officers, may institute appropriate legal or equitable proceedings in any court of competent jurisdiction to prevent or restrain any unlawful activity in violation of this chapter and the codes adopted pursuant to this chapter or to restrain, correct, or abate a violation of this chapter or any of the codes adopted by this chapter, or to prevent the illegal occupancy of a building, structure, or premises; or to stop an illegal act, conduct of business, or use of a building or structure on or about any premises.
- Any person who violates this chapter or any of the codes adopted by this chapter shall be responsible for the reimbursement and payment to the village of all expenses, including, but not limited to, court costs and legal fees incurred by the village in connection with the enforcement of this chapter.

EXPIRATION OF PERMIT

Every retaining wall permit shall expire and become null and void if the work authorized by such permit has not been commenced within 180 days, or if not completed by a date which shall be specified in the permit.

AUTHORIZED SIGNATURE

By signing this application, the applicant takes responsibility for all construction activities, any damages caused by those activities, and adherence to the Village of Godfrey Code of Ordinances.

Print Name

Signature

Date

FOR OFFICE USE ONLY

Approvals:

Building & Zoning Administrator

Date

Village Engineer

Date

Permit Issue Date: _____