



# RESIDENTIAL RETAINING WALLS SUBMITTAL REQUIREMENTS

*This is a comprehensive submittal list. All items may not pertain to your specific project.*

*\*Multiple sets are required for submitting in-person. Sheet size requirements apply to in-person & electronic submittals.*

*Please see the Town's [Retaining Wall Handout](#) that illustrates requirements for when a permit is required for a wall.*

## 1. Document Submittal List

### A. Drawings (3 sets 24"x36" maximum, 11"x17" minimum)\*

- Plot Plan - Topography shall extend beyond the site boundaries to such distance as to show vegetation or structures that might be impacted by the project.
- Architectural plan: plan(s) and exterior elevation(s)
- Structural: foundation plan, cross sections, and structural details referenced on plan(s) (Signed and stamped)
- Electrical plan
- Plumbing plan
- 2 Sets\* must be stamped by [Sausalito-Marin City Sanitary District](#) prior to submittal

### B. Supporting Documents/Calculations: (2 Sets 8 ½" x 11")\*

- Structural calculations (signed and stamped)
- Electrical Load calculations for electrical service capacity (Acceptable to provide on plans)

### C. Geotechnical Report: (2 Sets 8 ½" x 11")\*

- Geotechnical Report (signed and stamped)
- Letter by geotechnical engineer confirming that the construction documents have been reviewed and determined that the recommendations in the geotechnical report are properly incorporated into the plans. (signed and stamped)

## 2. Document Format Information

- All drawings must be drawn to a standard engineering or architectural scale
  - a. If hand drawn, draw to scale with straight edge and legible

### B. Plot Plans

- Specify the length and height of wall
- Lot dimension
- Building footprint with all projections and dimensions to property lines and existing structures
- North arrow and bar scale (or indicate scale)
- Easement(s)
- Lots with slopes over 5' requires topography with minimum of 2' contours
- For each tree provide location, species, variety, & trunk diameter in inches at 54" in height if trunk diameter is 10" and greater
  - a. Show extent of tree canopy and dripline

## C. Architectural Plans

- Architectural floor plan and roof plan
- Exterior Elevations: specify all exterior finish materials
- Foundation, structural floor and roof framing plans
- Architectural Details

## D. Structural Plans

- General Notes & Material Properties (e.g. Concrete, wood, steel, reinforcing, etc.)
- [Design Criteria](#) (Design Loads, Wind Loads, & Seismic Loads and Parameters)
- Soil Properties (Soil Site Class, Bearing pressure, etc.)
- Foundation plan
- Structural Details including but not limited to:
  - a. Footing, piers, and grade beams
  - e. Structural wall sections and details

## E. Electrical and Plumbing Plans

- Location of outlets, fixtures, switches, and service panel(s)
- Service panel with site and ground
- Service panel amperage
- [Electrical load calculation](#) is required if an inordinate amount of equipment or appliances is proposed (e.g. tankless water-heaters, heaters, etc.)
- Gas Line Run
  - a. Can be drawn on same plan as Electrical Plan or Plot Plan if legible
  - b. Show Building Footprint and Existing Gas Meter location
  - c. Run of Gas Line with length of each segment of run shown on plan
  - d. Gas Line size (diameter and material of pipe)

## F. Information

- Signature on all documents by design professional and document maker
- Name, title, California registration, address, and phone number of design professional
- Address of property and name, address and phone number of property owner
- Cover Sheet Information
  - a. Applicable codes
  - b. Description of type of work
  - c. Occupancy and type of construction
  - d. Area and height of structure
  - e. Indicate if the Main House/Residence has an existing Fire Sprinkler System
  - f. Index of drawings
  - g. List Deferred Submittals (e.g. Gas Line Sizing)

## G. Other

- Fireplace: masonry or manufacturers cut sheets with listing information for make and model of prefabricated fireplaces, BTU of fireplace

*Note: If your retaining wall includes a fireplace the project falls under an Accessory Structure Permit instead of a Wall Permit.*