



DIVISION OF PLANNING AND PERMITTING
FREDERICK COUNTY, MARYLAND
Department of Permits and Inspections

30 North Market Street • Frederick, Maryland 21701
Phone (301) 600-2313 • Fax (301) 600-2309

PLAN REVIEW SUBMITTAL REQUIREMENTS
CHECKLIST FOR RETAINING WALL

ATTACHMENT (C)

- ☐ 1) Two sets of construction plans; one set will be returned to you with the approved permit.
- ☐ 2) Construction plans must be drawn to scale, with the scale indicated (i.e., 1/4" = 1 ft.). Any retaining wall that retains more than 48 inches of fill requires plans that are designed by a Professional Architect or Professional Engineer (P.E.) of Record. The plans shall have the signature and seal of the professional on each page. (Reference: International Residential Code, R106.1, Submittal documents or International Building Code, Section 107.1, General.)
- ☐ 3) Please complete the following information and attach this sheet to the construction plans:
 - ☐ a. Height of the retaining wall from finished grade to top of wall on *front* side of wall: _____.
 - ☐ b. Height of the retaining wall from finished grade to top of wall on *rear* side of wall: _____.
 - ☐ c. Circle the construction type of the proposed retaining wall:
 - Wood
 - CMU
 - Poured Concrete
 - Dry-Stacked
- ☐ 4) Provide any Manufacturer's Design Manual or booklet for dry-stacked wall systems.
- ☐ 5) Show hydrostatic or water drainage line(s) behind the retaining wall to relieve pressure.