



## Retaining Wall

Commercial or Residential

LESS than 24 inches – **NO** permit is required

GREATER than 24 inches (2 ft) – Permit is Required

## GENERAL INFORMATION AND PERMIT PROCESS

A permit is required for a retaining wall installation or repair. Due to the uniqueness of each project, additional information may be required. The information provided is to help guide you through the permit process. It is the responsibility of the property owner and/or designee to ensure that a permit has been secured prior to commencing any work and that all required inspections are approved. Retaining wall permits are currently submitted via mail, Village Hall or at [permits@vbg.org](mailto:permits@vbg.org) (if plans are under 11x17 in size).

### Step 1: Permit Application Submittal

- [Permit application](#) must be completed with contractor(s) list, scope of work and signed.
- **Copy of the Proposal/Contract** signed by both parties with scope of work included.
- **2 Plat of Survey** copies showing the existing and proposal retaining wall locations.
- **Plumber and Contractor Registration Requirements:**
  - **VBG Contractor Registration:** [www.vbg.org/contractor](http://www.vbg.org/contractor)  
*All contractors must be registered in the Village of Buffalo Grove for the current year.*  
*To check the most recent list of registered contractors, go to [www.vbg.org/CL](http://www.vbg.org/CL).*



### REQUIREMENTS

- All manufacturer's recommendations should be followed.
- **TRENCH** - The trench should be at least 6" deep, contingent on the height of the wall and the size of the blocks, and approximately 18" from front to back to allow for the block plus one foot of backfill behind the wall.
- **STONE BASE** - Install at least 4" of CA-6 (compactable stone) for a minimum foundation. Level base in both directions then compact base.
- **FIRST COURSE** – Blocks should be leveled in both directions. The fill behind the wall should be CA-7 (clean stone).
- **ADDITIONAL COURSES** – The blocks should be staggered half the width of the blocks. Each block should be centered over the seam and backfilled with the CA-7 stone.
- **CAP COURSE** - The final course must be glued and secured to the bottom and wall, and backfilled with topsoil.
- **WALLS GREATER THAN 3' HIGH FROM ADJACENT GRADE** - Any wall that is more than 3' above adjacent grade, an IL structural engineer must design, sign and seal the plans.
- **DRAINTILE** – A wall with large quantities of water behind it is recommended to lay perforated drain tile with CA-7, in back of a course that is above the finished grade of the wall.
- **GEOGRID REINFORCEMENT** - Add 1-2 geogrid layers between some of the courses. A trench must be excavated at the very least, 3' greater from front to back, than the trench original design.





## Step 2: Processing and Plan Review

- Reviews can take up to 10 business days. Permits are reviewed in sequential order with no expedited reviews.
- If any portion of the application is not approved, the applicant will be sent a review letter to the email and/or address provided on the application. This letter will list all the items that need to be addressed before permit issuance. Applicant must respond directly to plan reviewer in writing, providing corrected revisions as directed.
- Once approved, the applicant will be contacted with permit issuance information, fees and payment options.

## Step 3: Permit Issuance and Construction Period



- **Permit Fees:** *Cash, check, and credit card with 3% processing fee – Not Accepted: AMEX*  
*Height of Wall – **2' greater** from adjacent grade - \$100.00*
- **Approved plans** are given to the applicant at permit issuance and must be on-site and accessible. Permit card must remain posted until final inspections are approved.
- **Construction is permitted** on weekdays, 7am-7pm, and on weekends, 8am-7pm. (Village Municipal Code, Section 9.38.037) No materials or dumpsters are to be stored on the street or in the parkway.
- **Any changes to approved plans**, including a change in contractor, require an amendment to the existing permit. An [Amendment Form](#) must be submitted along with supporting documentation showing the proposed changes. No further inspections will be scheduled until the amendment is approved and picked up.
- **Permit is invalid** if work does not commence within 6 months or is suspended or abandoned for a period of 6 months after commencement of work.

## Step 4: Inspections

- **Inspections**
  - Stone base ([www.vbg.org/inspections](http://www.vbg.org/inspections))
  - Final engineering (847-459-2523)

## Step 5: Completion

With the implementation of an RPZ device, the RPZ must be tested on an annual basis with confirmed test results submitted to the VBG Public Works Dept. for record.

## VBG Information

Shortcuts: [www.vbg.org/shortcuts](http://www.vbg.org/shortcuts)

