



## Building Department Construction Requirements

### Residential Retaining Wall

<b>General Application Process</b>	<p>Applications for permits can be located on the City’s website (dardenneprairie.org) or at City Hall. Completed applications, with the required paperwork attached, should be submitted to the Permit Clerk at City Hall or faxed to 636-625-0077. If the Building Inspector approves the plans, the applicant will be notified that approval was given and may then pick up the permit at City Hall. The permit fee is due at the time the permit is picked up. All construction in the City must be accomplished in accordance with the 2003 International Residential Building Code, which dictates the design standards. It is the applicant’s responsibility to ensure all construction is in compliance with the adopted code, as well as the standards set out below.</p> <p>City permit approval does not constitute subdivision approval. Please contact your Subdivision HOA or trustees for any subdivision requirements.</p>
<b>Required Attachments</b>	<ol style="list-style-type: none"> <li>1. Two copies of a site/plot plan which show: <ul style="list-style-type: none"> <li>▪ all existing structures</li> <li>▪ the proposed location of retaining wall</li> <li>▪ Arrows indicating water run-off and flow</li> </ul> </li> <li>2. Detailed plans, including specifications, dimensions, and materials that will be used.</li> <li>3. Indicate the height of the wall with top of wall and bottom of wall elevations at reasonable intervals along the length of the wall.</li> </ol>
<b>Permit Fee</b>	Permit Fee: \$75.00
<b>Site Restrictions</b>	<p>Walls less than 48 inches in height do not require a permit. Easements for various purposes are routinely platted. It is the applicant’s responsibility to ensure that the proposed construction does not encroach onto any easements. All construction must be located in compliance with the same side yard setback distance as required by the zoning district for the house. The wall cannot obstruct any swale or natural water run-off with out the approval of the City Engineer.</p>
<b>Construction Requirements</b>	<ul style="list-style-type: none"> <li>▪ Retaining walls that exceed a height of 42 inches shall require a barrier at the top of the wall to prevent falls.</li> <li>▪ Pre-engineered wall plans have a limited design height and loading, consult with your modular block supplier for plans and cross-sectioned drawings that match your design.</li> <li>▪ Retaining walls of greater height, having greater loading and walls of different materials than those of the pre-engineered walls must be designed by a Missouri Licensed Professional Engineer.</li> </ul>
<b>Required Inspections</b>	<ol style="list-style-type: none"> <li>1. Footing Inspection- this inspection will be required to check the base that wall is setting on and placement of the wall on the lot.</li> <li>2. Final inspections are needed when the wall is completely installed.</li> </ol> <p>While many contractors will arrange for the inspections, it is ultimately the property owner’s responsibility. Call 636-561-1718 extension 0 for inspection appointments.</p>

*Many types of professionals are available to assist with design/planning services. You may want help drafting the final working drawings or a professional critique of your own final plan before you begin construction.*

*This brochure is not all inclusive of regulations, covenants, conditions or restrictions which may affect your project. To obtain further information, please contact the Building Inspector at 636-561-1718 x8.*