



HIGHLAND CITY

Building Department

5400 West Civic Center Drive ~ Suite 1

Highland, UT 84003

Phone 801-772-4516

PLAN SUBMITTAL REQUIREMENTS FOR RETAINING WALLS

- Complete online permit application form on My City Inspect.
 - All retaining walls require Highland City review and approval prior to construction. If the wall does not require a building permit, instead submit a planning permit application form.
- A non-refundable plan review fee of \$45.00 due at submittal.
- Plans prepared by an architect or engineer must be stamped and signed by the architect and/or engineer.
- Indicate on the plans that the project is designed to meet the 2021 IRC/IBC as amended by the State of Utah.
- A site plan showing all existing structures and the retaining wall location(s) on the property and the setback distances for each wall from other walls, structures, and from the property lines. If multiple retaining walls are shown, clearly indicate which walls are existing walls and which walls are the proposed walls submitted for review.
- If the retaining wall is located on the property line, provide a letter from the neighboring property owner(s) allowing the footing to extend into their property and allowing for excavation on the property.
- Structural plans drawn to scale.
- Structural details.
- Structural calculations.
- A drainage plan which provides for containment of run-off water on site or discharged to a city approved location.
- Detailed elevation drawings showing the height of all walls measured from the bottom of the footing or base layer of stone to the top of the wall.
- Detailed elevation drawings showing the height of wall from grade to grade. If the walls are stacked, show the off-set distance between walls.
- Any applicable electrical drawings.
- An estimated permit value. Permit valuations shall include total value of work, including materials and labor for which the permit is being issued.

* Drawings that do not have all the above information may not be allowed to be submitted for plan review. *

Retaining Wall Transition Example

