



**CITY OF TUMWATER**  
555 ISRAEL RD. SW, TUMWATER, WA 98501  
(360) 754-4180 (360) 754-4126 (FAX)  
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**RETAINING WALL  
Submittal Checklist**

TUM -	DATE STAMP
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**APPLICANT INFORMATION** (please print neatly)

NAME OF APPLICANT: \_\_\_\_\_

**SUBJECT PROPERTY INFORMATION**

ADDRESS OF PROPERTY (COMPLETE): \_\_\_\_\_

In order to install a retaining rockery or keystone wall, a submittal shall consist of all items on this checklist unless waived by Staff.

**A. APPLICATION AND REQUIRED COPIES** N/A    Provided    Staff

1. Provide a complete and signed (by owner or authorized representative) application and applicable fee.
2. Two copies of all drawings.

**B. SITE PLAN (ENGINEERING SCALE)** N/A    Provided    Staff

1. The site plan(s) shall be fully dimensioned showing two-foot elevation lines, with all structures and retaining walls shown.
2. Draw plan to scale of 1" = 10' or larger.
3. List complete parcel number(s) and indicate total square-footage of the site.
4. Show: Date, north arrow and scale.
5. Provide a description of the work being done.

**C. FOR WALLS FOUR FEET AND HIGHER OR ANY WALL SUPPORTING A SURCHARGE** N/A    Provided    Staff

1. Provide:
  - a. Structural engineer's stamped and signed plans and calculations.
  - b. Dimensioned footing and wall plans.
  - c. Dimensioned cross section of footing and wall.
  - d. Details of reinforcement.
  - e. Setbacks from property lines, rights-of-way and building.
  - f. Drainage details for retaining wall, including location where drainage from wall will be discharged.

**D. ADDITIONAL INFORMATION** N/A    Provided    Staff

1. Installation of engineered retaining, rockery or keystone walls requires full-time inspection by a WABO-registered special inspector. Provide information on special inspection company and special inspector who will be performing the inspections.

## Retaining Wall Submittal Checklist

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### E. ELECTRONIC SUBMITTAL

N/A

Provided

**Staff**

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1. Compact disc (CD) or USB drive containing all of the plans, reports, etc. as outlined under A through D above, in PDF-file format. Maximum format shall be 300 dpi. Note: Please do not include the application or submittal checklist in electronic format.
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I verify that all required documents associated with this application have been submitted.

\_\_\_\_\_  
Signature of Applicant/Representative

\_\_\_\_\_  
Date