



Retaining Wall Checklist

Building Inspections | City of Savage | 6000 McColl Drive, Savage, MN 55378 | Office: 952-882-2650

Complete this checklist form and submit it electronically to the documents file folder in ePlans. Incomplete submittals or illegible plan review documents will be rejected.

CHECKLIST MUST BE FILLED OUT AND INCLUDED WITH YOUR EPLAN SUBMITTAL

PROPERTY OWNER INFORMATION			
Site Address:			Parcel ID:
Lot:	Block:	Subdivision:	
Property Owner Name:			Phone:
Email:		Estimated Value of Work (include labor)	\$
APPLICANT/CONTRACTOR INFORMATION			
Applicant Name:			License #:
Email:			Phone:
Contractor (if different):			Phone:
SUBCONTRACTOR INFORMATION (if applicable)			
Plumbing:	Phone:	License #:	
Mechanical:	Phone:	License #:	
Fire:	Phone:	License #:	
Water/Sewer:	Phone:	License #:	

Please complete the checklist below for each of the applicable requirements:

Survey or Site Plan – A certificate of survey or site plan that is accurately drawn to scale and includes following information:

- Legal description and address
- Scale and north arrow
- Property lines and lot size
- Easements on property
- Location of above and underground utilities
- Location of existing and proposed structures with dimensions
- Setback distances at front, side, and rear property lines
- Location of driveway(s)
- Location of fences, retaining walls, and other site improvements
- All ponds, wetlands, lakes, rivers, creeks, stormwater structures, and rain gardens
- Retaining walls with top and bottom wall elevations shown at intervals equal to the average height of the wall

Building Plans – The building plans must include the following:

- Details of how the wall will be constructed, including footings, materials, tiebacks, drainage materials, and/or drain tile
- Man-made retaining wall products will require a copy of the manufacturer's installation instructions
- Boulder walls taller than 4' will require approval from a licensed State of Minnesota Engineer

Additional Items – The following additional items must be included with plans:

- A signed copy of the City of Savage – Special Inspectors Testing Summary (For engineered Boulder and Block walls if applicable)