



# Commercial Retaining Wall Checklist

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

Complete this checklist form and submit 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
- Lot dimensions and lot size
- Location of existing structures and improvements
- Location of proposed retaining wall(s) with dimensions shown
- Easements as shown on plat and all other easements of record with dimensions shown and recorded document number
- Proposed and existing structures with dimensions shown – decks, porches, stairways, egress window wells, and cantilevers beyond foundation and/or footings
- Retaining walls with top and bottom of wall elevations shown at intervals equal to the average height of the wall
- Setback distances at front, side, and rear property lines
- 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 Inspector Testing Summary (For engineered Boulder and Block walls if applicable)