

Retaining Walls

*This handout is for informational purposes only.
The provisions of the City's adopted codes prevail.*



Document Submittal List

- [Permit Application for Construction or Use.](#)
- One copy of the Plat of Survey illustrating the location of the retaining wall.
- One set of plans clearly showing an elevation view of the retaining wall, material, height, drainage system, and construction details. For most retaining walls the drawings should be signed and stamped by a licensed design professional.

Failure to provide any of the above documents may result in processing delays.

General Information and Fees

- A permit is required for the construction of retaining walls that are greater than four feet above the base grade, unless they are supporting a surcharge.
- The application review period averages three weeks. The applicant will be contacted when the permit is ready for issuance and payment.
- If work commences prior to permit issuance, the permit fee shall be doubled.
- A list of required inspections is provided on the reverse side of the permit. Inspections must be scheduled at least one day prior to the desired inspection date by calling the Warrenville Community Development Department (630-393-9050).
- A permit may become invalid if work does not begin within 180 days of issuance, or if construction has been halted and not resumed for a period of 180 consecutive days.
- Homeowners Association (HOA) approval may be required before commencing work. The issuance of a permit does not exempt HOA rules and regulations.
- It is the homeowner/contractor's responsibility to have underground utilities located no less than 48 hours before digging commences by calling J.U.L.I.E (811).
- Fees:

Plan review fee	\$30 up to 400 square feet, \$40 up to 1000 square feet, \$50 up to 1,600 square feet
Building permit fee	\$6.00 per \$1,000 valuation, minimum \$30.00

- Bond: A \$100.00 building bond is required at the time of building permit issuance, and will be refunded upon completion and approval of the project in accordance with all applicable City Ordinances in the manner in which it was initially submitted.

- The fees listed in this document are for general guidance and not necessarily comprehensive. Required utility upgrades, changes made to the approved permit, or items not mentioned will be assessed accordingly.
- Approved construction documents shall be available on site at all times.
- Alterations to the approved plans must be resubmitted to the Chief Code Official in writing for review and approval prior to construction.

Regulations

- Retaining walls not part of a retention or detention area and over four feet in height require stamped plans from a licensed Illinois design professional such as an architect or engineer.
- Retaining walls designed as part of a retention or detention area and over three feet in height require stamped plans from a licensed Illinois design professional. Such walls shall not surround more than fifty percent of the pond area and shall only be constructed of modular blocks unless specifically approved.
- Drawings must include an elevation view of the wall, indicate the material of the wall, height of the wall, how drainage will be provided, location(s) and type of lateral stability system, and how courses will be locked or bonded together.
- The City's engineer may require a soils report as a condition of the review process or if concerning soil conditions are observed in the field. Certain types of soils may require special drainage, backfill materials, or compaction.
- Retaining walls and grade changes are not permitted to block natural or established drainage of adjoining properties.
- Retaining walls and grade changes are not permitted within City right-of-ways.
- Wood used in retaining wall construction is required to be pressure treated and APWA stamped as UC4B Ground Contact, Heavy Duty or UC4C Ground Contact, Extreme Duty.
- Tiered walls should be offset horizontally by a minimum distance of two times the exposed height of the lower wall.
- Guards are required along open-sided walking surfaces that are located more than 30 inches measured vertically to the grade below at any point within 36 inches horizontally to the edge of the open side. The guard shall not be less than 36 inches in height and have openings not greater than four inches.
- Any cutting of brick, stone, concrete, or similar materials must be done using the "wet-saw" method, or under the protection of an enclosed tent that completely contains the air-borne particulates produced by cutting.
- There may be other factors that require special review and inspection considerations. The applicant will be notified of any conditions that require further information.