

**CITY OF SANTEE
ENGINEERING DEPARTMENT**

**"HOW TO" LIST FOR RETAINING WALL PERMITS
FOR
EXISTING SINGLE FAMILY RESIDENCE***

* Specific questions regarding grading plan submittals should be directed to the Department of Development Services at (619) 258-4100, ext. 167.

Q. I. WHAT PERMIT IS REQUIRED FOR A RETAINING WALL?

1. If the wall is within 5 feet of the property line a **RETAINING WALL PERMIT** is required. Typically the street right-of-way is ten feet from the face of curb.(Grading Ordinance)
2. If the wall is 3 feet or taller (measured from the top of the footing) a **RETAINING WALL PERMIT** is required. (Grading Ordinance)
3. If the wall is to be constructed in any officially mapped zone of high geologic risk (Zone "C" and "D") as defined by the geotechnical/seismic study for the General Plan, a **RETAINING WALL PERMIT** is required. (Grading Ordinance)
4. If the property is located within the hillside overlay district as defined by the Zoning Ordinance a **RETAINING WALL PERMIT** is required.
5. There are many other circumstances when a **RETAINING WALL PERMIT** is required. Contact the Engineering Division at (619) 258-4100 ext. 167 for further information.
6. Other requirements as defined by Chapter 11.40.100 of the Santee Municipal Code a **RETAINING WALL PERMIT** is required.
7. If the wall is neither one of the above conditions, a **BUILDING PERMIT** may be required. Contact the Building Division at (619) 258-4100 ext. 155.

If no Retaining Wall Permit is required a Building Permit from the Building Division will be required under the following circumstances:

8. If the wall is retaining any slope other than a level backfill equal to the height of the wall. A three foot wall must have at least three feet of level area behind it. (California Building Code)

9. If the wall is supporting a surcharge of any kind. A three foot wall installed within three foot of a structure such as a house will have a surcharge from that structure. A three foot wall within three feet of a driveway will have a surcharge from the vehicles that park on the driveway. (California Building Code)
10. If the wall is used to impound flammable liquids. (California Building Code)

Additional considerations:

11. If the height of the wall measured from the finished grade at the base of the wall to the top of the wall is greater than 42 inches, a fence or safety railing of at least 42 inches high is required at the top of the wall. (California Building Code)

Q. II. WHAT STANDARD DOES THE RETAINING WALL NEED TO BE BUILT TO?

1. San Diego County Regional Standards, latest edition, or
2. Retaining walls designed by a licensed Civil Engineer accepted by the Engineering Department.
3. All retaining walls, masonry block, Keystone*, concrete or other, regardless of height must be properly engineered and designed to resist lateral earth pressures and hydrostatic pressures. Design shall include a minimum safety factor of 1.5 for overturning and 1.5 for sliding. San Diego Regional Standard Drawings C-1 through C-8 are available for higher wall heights meeting the design assumptions and restrictions. All other walls shall be accompanied by a design engineers report with supporting calculations and soils report that demonstrate the adequacy of the design.

For Keystone walls installed in accordance with City of SAN DIEGO MP #394925 MASTER PLAN #45 prepared by Dayanand P. Bettadapura for RCP Block and Brick in Type 4 soil per California Build Code Table 1806.2, a soils report that documents the soil type is required. No additional engineering design calculations are required.

* Registered trademark

Q. III. HOW DO I APPLY FOR A RETAINING WALL PERMIT?

1. Apply through the Online Portal
2. Draw a plot plan. (See Section Q. IV. – see pages 4 and 5)
3. Draw a retaining wall cross section showing adjacent structures. (sample attached – see page 8)
4. Pay plan check fee estimated by the Development Services engineer.
5. Provide any other additional data or information requested by the Development Services engineer.
6. Submit all items listed above and provide this completed check list as part of the initial submittal.

NOTE: RETAINING WALLS VISIBLE FROM ANY PUBLIC PLACE SHALL BE DESIGNED WITH ANTI-GRAFFITI SURFACES AS REQUIRED BY CITY ORDINANCE NO. 311.

Q. IV. HOW DO I DRAW A PLOT PLAN? (sample attached)

- _____ Draw on City title block
- _____ **Draw to Engineer's scale only** (i.e. 1 inch = 10 feet or an appropriate scale) **DO NOT** use Architect's scale (i.e. 1/16 inch = 1 foot). Call the Engineering Division at (619) 258-4100 ext. 167 if you are not sure which scale would be appropriate.
- _____ Draw in pencil legible using a straight edge
- _____ Draw property lines with dimensions
- _____ Show all easements which encumber the property
- _____ Indicate right-of-way set-back from curb line
- _____ Draw and label all existing structures, drainage improvements, and utilities on-site and off-site
- _____ Indicate set-backs from structures to property line
- _____ Draw neighboring property structures with set-back dimensions
- _____ Draw location of proposed retaining wall with height and standard drawing number indicated
- _____ Show existing slopes with vertical and horizontal lengths
- _____ Indicate steps in wall and footing
- _____ Indicate location of vertical control and expansion joints in accordance with San Diego Regional Standard Drawing C-7 (masonry walls only)
- _____ Show north arrow with scale used
- _____ Indicate map number, lot number and Assessor's Parcel Number
- _____ Draw section view of retaining wall adjacent to a structure (sample attached)
- _____ Indicate general notes and special notes provided
- _____ Complete Title Block with purpose of grading, owner's name, street address of site, and phone number.
- _____ Indicate type of Graffiti Prevention provision to be used where wall is visible from any public place.

FOR YOUR USE:

GENERAL NOTES:

1. INSPECTION SHALL BE REQUIRED IN ACCORDANCE WITH THE STANDARD DRAWING INDICATED ON ACCEPTED PLANS.
2. RETAINING WALL SHALL BE CONSTRUCTED IN ACCORDANCE WITH THE STANDARD DRAWING INDICATED ON ACCEPTED PLANS.
3. UNDERGROUND SERVICE ALERT SHALL BE NOTIFIED AT 1-800-422-4133 TWO DAYS PRIOR TO EXCAVATION.
4. THE SITE SHALL BE MAINTAINED OPEN FOR CITY INSPECTION AT ALL TIMES DURING CONSTRUCTION AND AT OTHER TIMES UPON REASONABLE DEMAND BY THE CITY.

SPECIAL NOTES:

1. RETAINING WALL SHALL BE MAINTAINED FREE OF GRAFFITI BY CITY ORDINANCE NO. 311.
2. GRAFFITI PREVENTION PROVISIONS SHALL BE USED AS INDICATED ON ACCEPTED PLANS.

Approved Anti-Graffiti Coatings

Anti-graffiti coatings shall be permanent non-sacrificial coatings. Material to be protected shall be prepared in accordance with manufactures specifications. Typically a minimum of two coats are required.

Suppliers:

Manufacturer: Sinclair Paint Company
6100 South Garfield Avenue
Los Angeles, CA 90040

(323) 888-8888

Prime coat – CLA5-9 Translucent Acrylic Emulsion (concrete and masonry - 1 coat)
PA72 Corrosion Resistant Primer (metal – 1 coat)

Protective coat – UR22 Polyurethane Gloss Enamel (2 coats)

Suppliers: Vista Paint
1220 N. Magnolia Avenue
El Cajon, CA 92020

(619) 588-7755

Frazee Paint

Sherwin Williams

Manufacturer: Monopole Inc.
4661 Alger Street
Los Angeles, CA 90039

(818) 500-8585

Prime coat – Monochem Aquaseal (concrete and masonry – 1 coat)

Protective coat - Perma Shield Permanent (2 coats)

Suppliers: Protective Coatings Inc.
10744 Rockvill Street, # 108
Santee, CA 92071

(619) 596-2775

Manufacturer: Graffigone

Protective coat - Perma Seal (3 coats)
- Perma Seal X (1 to 2 coats)

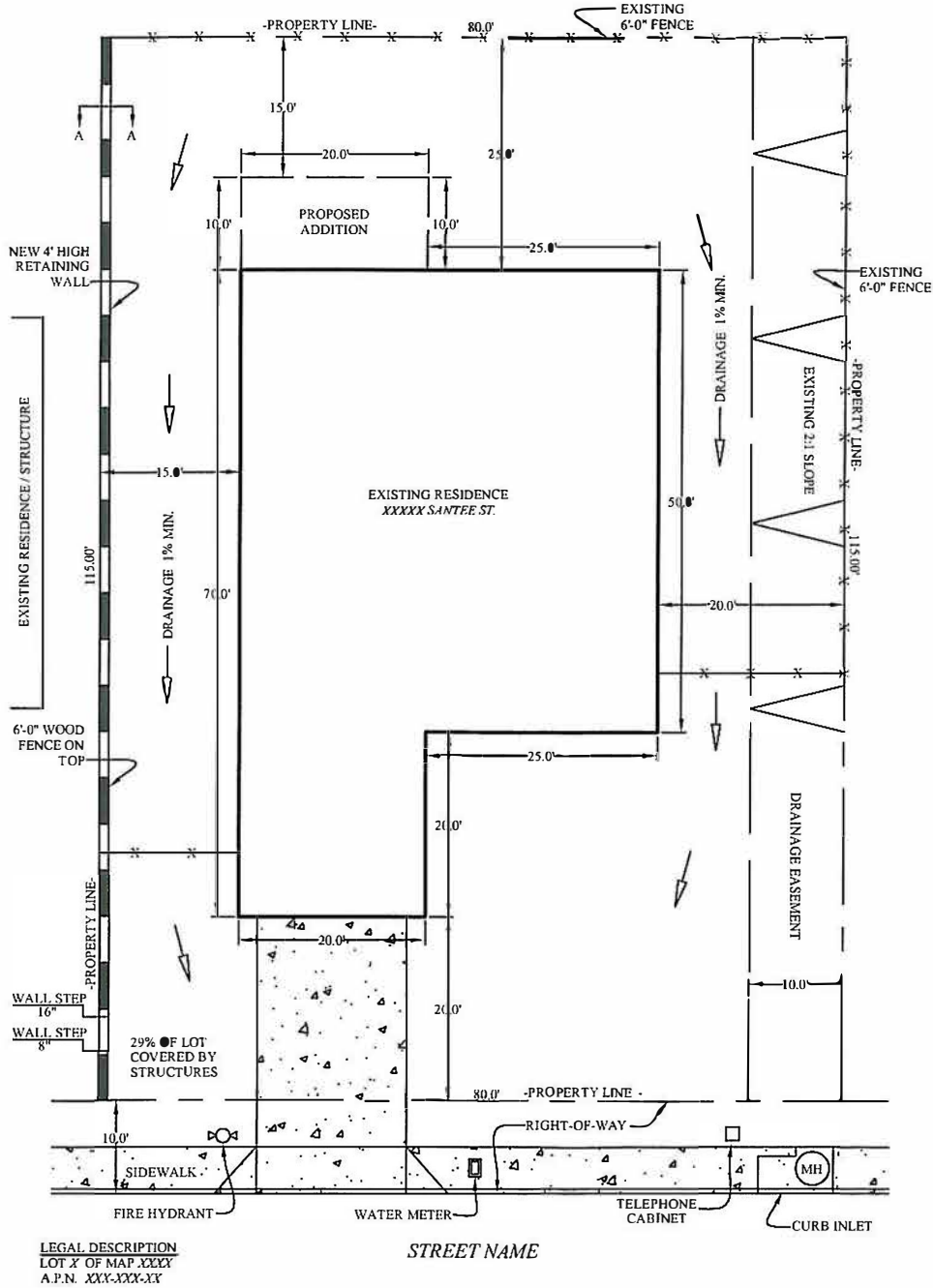
or

Protective coat – VVP-10 (2 coats)

PLOT PLAN

SAMPLE COPY FOR INFORMATION ONLY

SCALE 1" = 20'



ACCEPTED: _____

BY: _____
ENGINEERING DIVISION

CITY OF SANTEE

DEPARTMENT OF DEVELOPMENT SERVICES

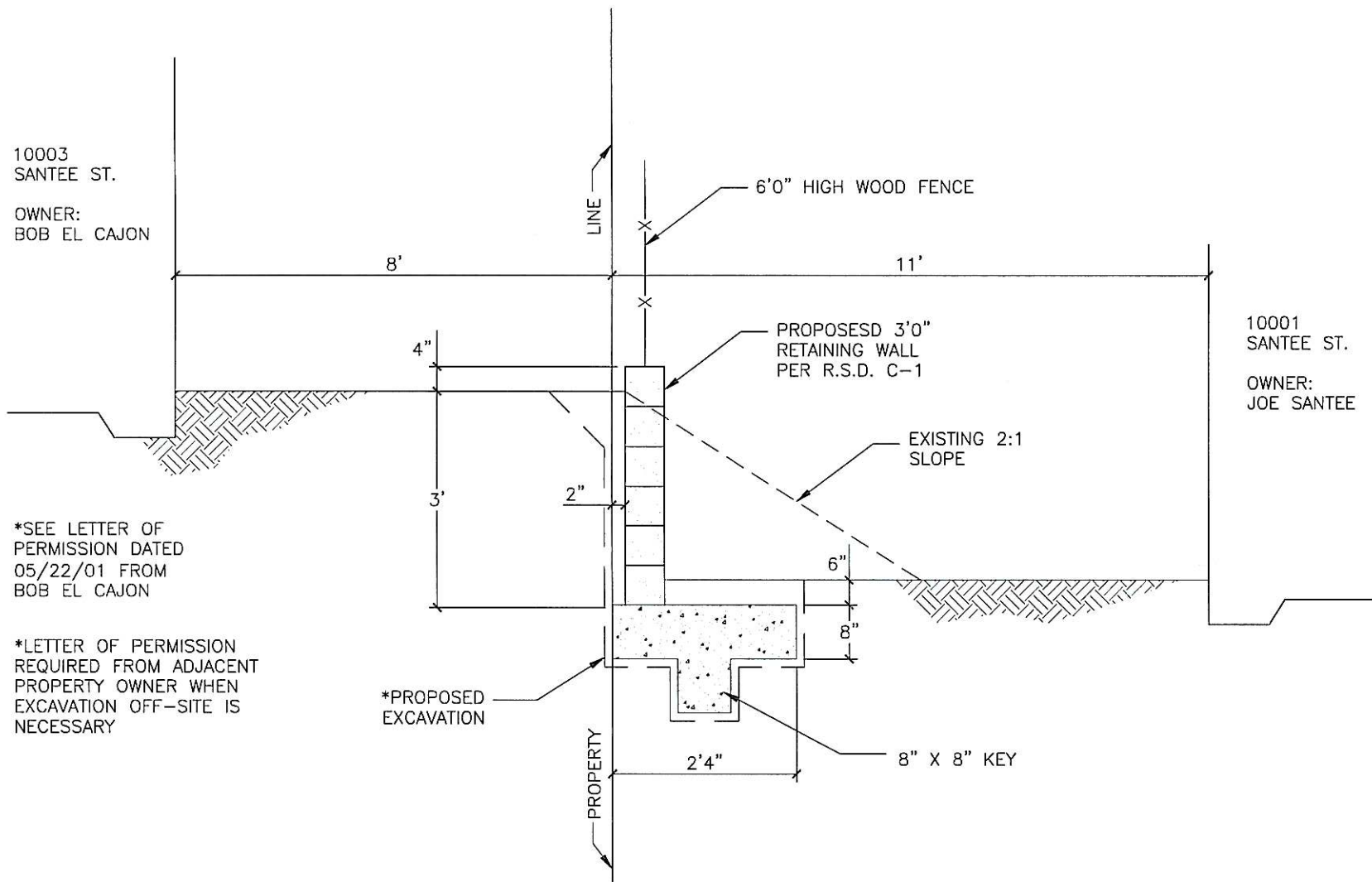
PERMIT NO. _____

PLANS FOR: A KEYSTONE RETAINING WALL, (SITE ADDRESS)

OWNER: JOE SANTEE

PHONE NO.: (619) XXX-XXXX

SHEET X OF X



SECTION A-A
NOT TO SCALE

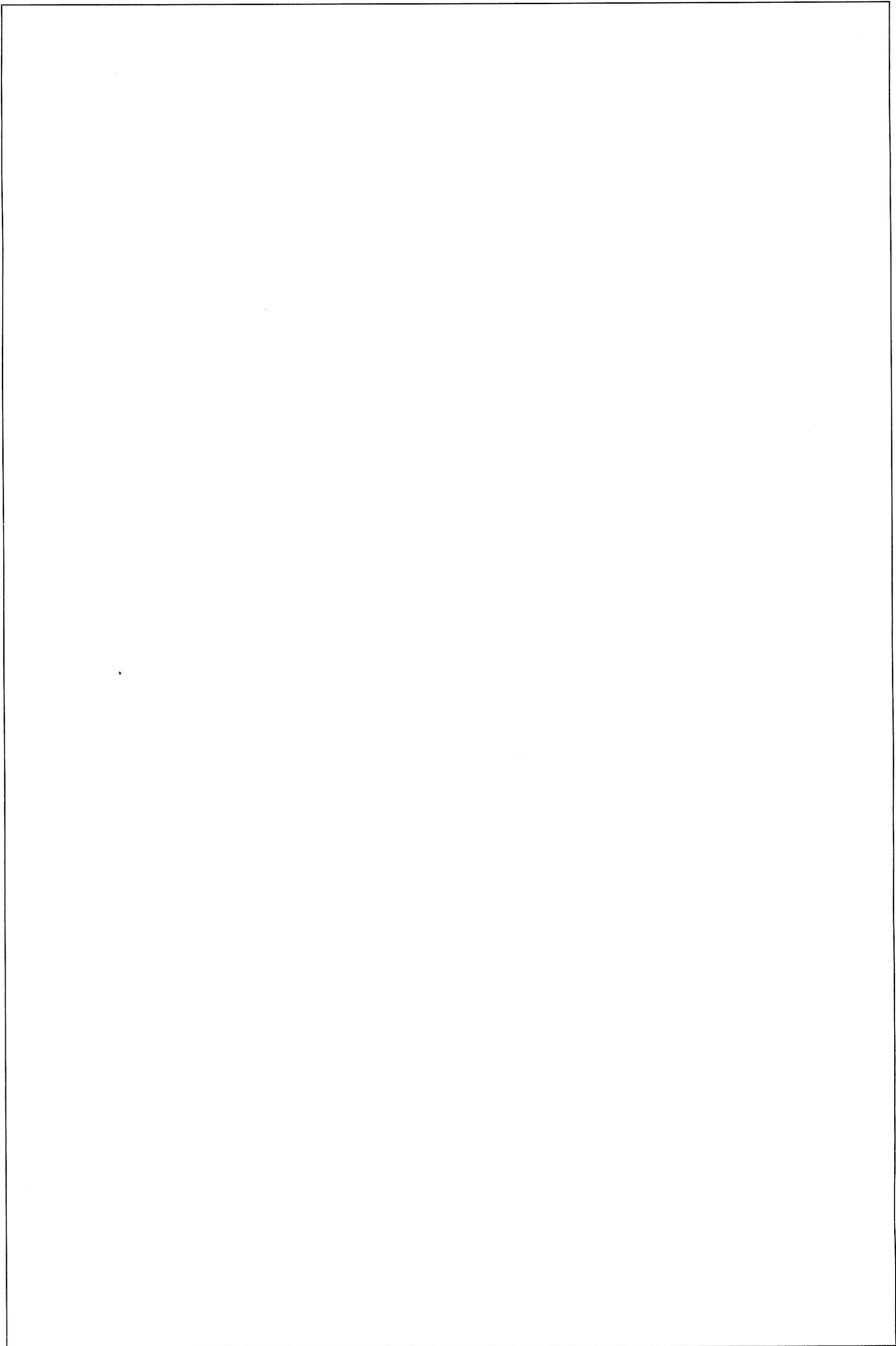
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SPECIAL NOTES:

1. RETAINING WALL SHALL BE MAINTAINED FREE OF GRAFFITI BY CITY ORDINANCE NO. 311.
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ACCEPTED _____ BY _____ ENGINEERING DIVISION	CITY OF SANTEE DEPARTMENT OF DEVELOPMENT SERVICES	PERMIT NO.
	PLANS FOR: A RETAINING WALL AT 10001 SANTEE STREET. OWNER: JOE SANTEE	PHONE NO.: 258-4130
		SHEET 2 OF 2



ACCEPTED _____	CITY OF SANTEE DEPARTMENT OF DEVELOPMENT SERVICES	PERMIT NO.
BY _____	PLANS FOR:	
ENGINEERING DIVISION	OWNER: PHONE NO.:	SHEET OF

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BY _____ ENGINEERING DIVISION	PLANS FOR: OWNER: _____	
	PHONE NO.:	SHEET OF