

# RETAINING WALL PERMIT PACKET

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Today's Date: \_\_\_\_\_

Permit #: \_\_\_\_\_

**TYPE OF PERMIT**

- RESIDENTIAL (RS)
- SWIMMING POOL/SPA (SW/SA)
- MECHANICAL (ME)
- GRADING (GA/GB)
- RETAINING WALL  
(Separate attachment required for multiple wall submittal) (RW)
- COMMERCIAL (NR)
- ELECTRICAL (EL)
- PLUMBING (PB)
- SIGN (SB), SOLAR (SL)
- Non-Structural (EL, PB, ME Combo)
- DEMOLITION (DM)

**PROJECT INFORMATION**

Address of Project: \_\_\_\_\_

Address City Zip

Location of Site (Decimal Degrees): \_\_\_\_\_ / \_\_\_\_\_ Example: 33.687 / -117.786  
Latitude Longitude Latitude Longitude

Owner Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Owner Address: \_\_\_\_\_  
Address City Zip

Current Permits: \_\_\_\_\_

Contractor: \_\_\_\_\_ License #: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Agent/Contact Person \*** : \_\_\_\_\_ Affiliation: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Job Description: \_\_\_\_\_

STRUCTURE SIZE: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Total 1st floor 2nd floor 3rd floor

GARAGE SIZE SQUARE FEET: \_\_\_\_\_ SITE ACREAGE: \_\_\_\_\_

ARCHITECT: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Name Lic#: Street # Area City Phone Number

ENGINEER: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Name Lic#: Street # Area City Phone Number

SOILS ENGINEER: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Name Lic#: Street # Area City Phone Number

**STAFF USE ONLY**

OTC  PLAN CHECK  PLANNING APPLICATION

**SETBACKS**

\_\_\_\_\_

\* If different than owner, owner must sign & certify that they want this person/agent to serve as the designated contact of this application.

COUNTY OF ORANGE | OC PUBLIC WORKS | OC PLANNING

ZONING: \_\_\_\_\_  FP  Coastal ACTUAL: \_\_\_\_\_ REQ'D: \_\_\_\_\_  
 APN#: \_\_\_\_\_ FRONT \_\_\_\_\_  
 LEGAL: \_\_\_\_\_ SIDE (R) \_\_\_\_\_  
 PA/CP: \_\_\_\_\_  Required SIDE (L) \_\_\_\_\_  
 PLANNER'S NAME: \_\_\_\_\_ REAR \_\_\_\_\_

**Applicable to Grading Permits ONLY**

ENGINEER GEOLOGIST: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 Name Lic# Street # Area City Phone Number

CUT: \_\_\_\_\_ FILL: \_\_\_\_\_ EXPORT: \_\_\_\_\_

CUBIC YARDAGE: \_\_\_\_\_

SITE ACREAGE: \_\_\_\_\_ WDID: \_\_\_\_\_ NOI: \_\_\_\_\_

TOTAL SITE ACREAGE: \_\_\_\_\_ DISTURBED SITE ACREAGE: \_\_\_\_\_

**CAL/OSHA REQUIREMENTS (CHECK APPLICABLE BOX)**

- I am the owner-builder and exempt from State permit requirements.
- I acknowledge that I must submit proof of issuance of CAL/OSHA permit for the project.
- The project does not require a CAL/OSHA permit, based upon the criteria on the reverse side of this sheet.

**Applicable to Sign Permits ONLY:**

TENANT/BUSINESS NAME: \_\_\_\_\_

OCCUPANCY PERMIT NUMBER: \_\_\_\_\_

SIGNAGE DETAIL:  Wall Sign  Freestanding  Single Face  Double Face  Illuminated  Non-Illuminated

Height: \_\_\_\_\_ Length: \_\_\_\_\_ Sq Ft: \_\_\_\_\_ Ground Clearance: \_\_\_\_\_

ADDITIONAL INFORMATION: \_\_\_\_\_

**DECLARATION:**

I declare that the foregoing is a true and correct to the best of my knowledge. I understand that an incorrect answer will cause delay to inspection approval and issuance of a stop-work order.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## Building Permit and Plan Check Process for Retaining Walls

County of Orange

To ensure that construction complies with building regulations and standards, the County requires building permits to be obtained before construction or change in occupancy can begin. Building plans are required for permit issuance.

Plans submitted for building permits are reviewed for compliance with County Building Ordinances (Building Codes) and State building.

The plan check process is summarized below to help you get acquainted with the building permit and plan check process:

1. Applicant submits Building Permit Application at the Development Processing Center (DPC)
2. Applicant submits 3 sets of plans which consist of the following (DPC):
  - Site Plan
  - Structural Plans (Original Signature by Engineer/ Architect)
  - Structural Details and Material Specifications
  - Structural Calculations
  - Soil Report, less than 6 months old (Original Signature by Engineer/ Architect)

\*Smaller projects may not need all of the above items.
3. Applicant obtains Zoning clearance at DPC prior to permit issuance.
4. Pay Plan Check Fee at Cashier.
5. Typical 1<sup>st</sup> Plan Check Corrections are completed in approximately 2 to 3 weeks.
6. Applicant re-submits corrected plans for re-check.
7. Typical 1<sup>st</sup> Plan Re-Check Corrections are completed in approximately 1 to 2 weeks.
8. After plans are approved and all clearances are obtained, County will approve two (2) sets of plans. One (1) set for the job site and one(1) for office archive. One (1) additional set of plans are required for the Assessor's office.
  1. Building permit issuance requires Workmen Compensation Insurance.
  2. Building permit issuance required California licensed contractor ID.
  3. Building permit issuance may be issued as Owner-Builder.
9. Applicant will call County Inspection Office to schedule inspection.



# Retaining Walls Submittal Requirements for Intake

County of Orange

## Copies Required:

1. Three (3) copies of Site and Structural Plans (Original Signature by Engineer/ Architect)
2. Two (2) copies of Structural Calculations
3. Three (3) copies of Geotechnical Reports (Soil Report) less than 6 months old (Original Signature by Engineer/ Architect) or use the following equivalent fluid pressures:
  - 75 PCF for max. 6 ft wall with level sand backfill at 45 degrees from bottom of footing.
  - 105 PCF for max. 6 ft. wall with level backfill with unknown materials.
  - 125 PCF or max. 3 ft. wall with max. 2:1 sand backfill at 45 degrees from bottom of footing.
  - 175 PCF for max. 3 ft. wall with max 2:1 backfill with unknown materials.

Please note that the values are increased substantially to account for seismic forces now required in the 2010 California Building Code (CBC).

**WE DO NOT ACCEPT INCOMPLETE SUBMITTALS**



# Retaining Wall Application Questionnaire

County of Orange

Building/Plan Check #: \_\_\_\_\_

**I. Active Grading Permit:**

1. Is there an existing Grading Permit?

If yes, provide Permit # : \_\_\_\_\_

<input type="checkbox"/> YES	<input type="checkbox"/> NO
<input type="checkbox"/> YES	<input type="checkbox"/> NO

2. Is the wall shown on the permitted Grading Plan?

*Note: IF the retaining walls are not shown then the applicant must revise the grading plan to show the walls.*

**II. No Active Grading Permit:**

1. Is there a known existing slope failure on site?

2. Is the proposed retaining wall higher than 6 feet?

3. Is the excavation more than 50 cubic yards?

4. Is there an existing slope to be supported?

5. Is there an exiting descending slope below the proposed retaining wall?

6. Will there be more than eighteen (18") wide backfill behind the proposed retaining wall?

7. Will the proposed retaining wall be part of a future structure?

8. Will the proposed retaining wall obstruct any drainage?

9. Will any excavated soil, except the used for backfill, be placed as fill somewhere other than at the County landfill?

10. Is there any Underground utility located within 5 feet of the proposed retaining wall?

11. Is there an unresolved Grading Code violation on this site?

12. Are or will there be any foundations/retaining walls immediately above or below the proposed retaining wall?

<input type="checkbox"/> YES	<input type="checkbox"/> NO
<input type="checkbox"/> YES	<input type="checkbox"/> NO
<input type="checkbox"/> YES	<input type="checkbox"/> NO
<input type="checkbox"/> YES	<input type="checkbox"/> NO
<input type="checkbox"/> YES	<input type="checkbox"/> NO
<input type="checkbox"/> YES	<input type="checkbox"/> NO
<input type="checkbox"/> YES	<input type="checkbox"/> NO
<input type="checkbox"/> YES	<input type="checkbox"/> NO
<input type="checkbox"/> YES	<input type="checkbox"/> NO
<input type="checkbox"/> YES	<input type="checkbox"/> NO
<input type="checkbox"/> YES	<input type="checkbox"/> NO
<input type="checkbox"/> YES	<input type="checkbox"/> NO

**Note: IF** the answered to any of the above is "Yes" a grading pre-inspection will be necessary and a Grading Permit and/or Geotechnical/Geologic report may be required.

**III. Declaration:**

I declare that the foregoing is true and correct to the best of my knowledge

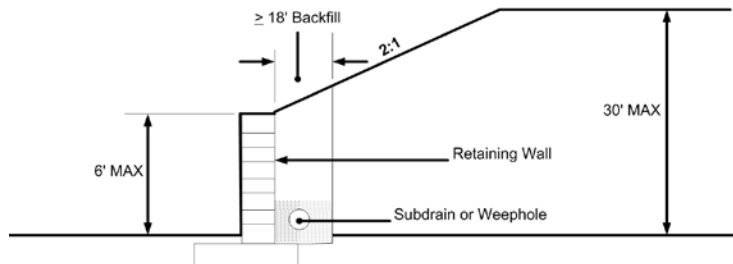
\_\_\_\_\_  
Site Address

\_\_\_\_\_  
City,

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Signature of Applicant                      Date

\_\_\_\_\_  
Signature of Plan Checker                      Date



**IF A GRADING PRE-INSPECTION IS REQUIRED, BUILDING PLAN CHECK SHALL FORWARD TO GRADING INSPECTION.**



# Grading Inspection Completion Only

County of Orange

#### IV. Pre-Inspection Results:

- Grading Permit not required
- Grading Permit required for following reasons:

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\_\_\_\_\_  
Inspector's Signature

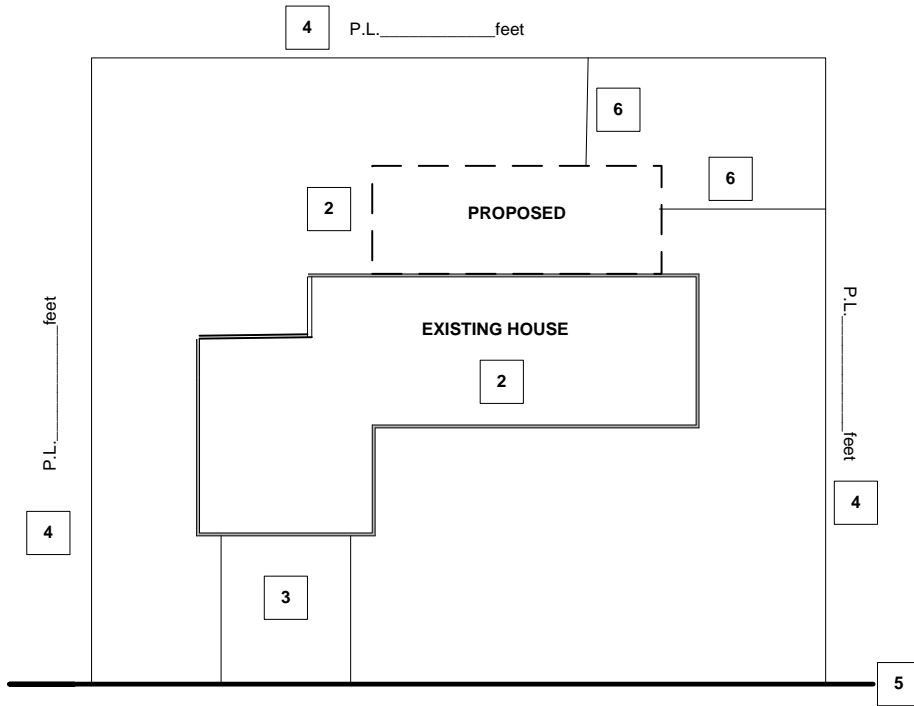
\_\_\_\_\_  
Date

**UPON COMPLETION OF PRE-INSPECTION, GRADING INSPECTION SHALL RETURN THIS FORM TO BUILDING PLAN CHECK.**



# Typical Plot Plan

County of Orange



## STREET NAME

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Scale: \_\_\_\_\_ = \_\_\_\_\_

1. Project Location information (i.e. APN/ Tract and Lot).
2. Building footprints and rooflines – Location and use of all existing and proposed structures and landscape areas, including size, dimensions and distances to property lines.
3. Access – Including driveways, existing and proposed.
4. Property lines – Include and label all building site dimensions and ownership boundaries.
5. Ultimate street right-of-way lines – Including name, location, size and distance from property lines, and location of sidewalks, curb and gutter, and edge of pavement, public or private.
6. Show setbacks from property lines.
7. Easements – Including location, purpose, and dimensions (i.e. Flood Plain, Utilities, Ingress/Egress, Open Space Conservation / Scenic, etc.).
8. Fencing and Walls – Include retaining walls, existing and proposed, with heights from grade inside the outside at all turning points and the center points of all straight sections.







# NPDES Notes

County of Orange

**Notes must be shown as worded, on the title sheet of the plan.**

1. In the case of emergency, call \_\_\_\_\_  
at Work Phone # \_\_\_\_\_  
or Home Phone # \_\_\_\_\_
2. Sediment from areas disturbed by construction shall be retained on site using structural controls to the maximum extent practicable.
3. Stockpiles of soil shall be properly contained to minimize sediment transport from the site to streets, drainage facilities or adjacent properties via runoff, vehicle tacking, or wind.
4. Appropriate BMP's for construction-related materials, wastes, spills shall be implemented to minimize transport from the site to streets, drainage facilities, or adjoining properties by wind or runoff.
5. Runoff from equipment and vehicle washing shall be contained at construction sites unless treated to reduce or remove sediment and other pollutants.
6. All construction contractor and subcontractor personnel are to be made aware of the required best management practices and good housekeeping measures for the project site and any associated construction staging areas.
7. At the end of each day of construction activity all construction debris and waste materials shall be collected and properly disposed in trash or recycle bins.
8. Construction sites shall be maintained in such a condition that an anticipated storm does not carry wastes or pollutants off the site. Discharges of material other than stormwater only when necessary for performance and completion of construction practices and where they do not: cause or contribute to a violation of any water quality standard; cause or threaten to cause pollution, contamination, or nuisance; or contain a hazardous substance in a quantity reportable under Federal Regulations 40 CFR Parts 117 and 302.
9. Potential pollutants include but are not limited to: solid or liquid chemical spills; wastes from paints, stains, sealants, glues, limes, pesticides, herbicides, wood preservatives and solvents; asbestos fibers, paint flakes or stucco fragments; fuels, oils, lubricants, and hydraulic, radiator or battery fluids; fertilizers, vehicle/equipment wash water and concrete wash water; concrete, detergent or floatable wastes; wastes from any engine/equipment

steam cleaning or chemical degreasing and superchlorinated potable water line flushing. During construction, permittee shall dispose of such materials in a specified and controlled temporary area on-site, physically separated from potential stormwater runoff, with ultimate disposal in accordance with local, state and federal requirements.

10. Dewatering of contaminated groundwater, or discharging contaminated soils via surface erosion is prohibited. Dewatering of non-contaminated groundwater requires a National Pollutant Discharge Elimination System Permit from the respective State Regional Water Quality Control Board.
11. Graded areas on the permitted area perimeter must drain away from the face of slopes at the conclusion of each working day. Drainage is to be directed toward desilting facilities.
12. The permittee and contractor shall be responsible and shall take necessary precautions to prevent public trespass onto areas where impounded water creates a hazardous condition.
13. The permittee and contractor shall inspect the erosion control work and insure that the work is in accordance with the approved plans.
14. The permittee shall notify all general contractors, subcontractors, material suppliers, lessees, and property owners: that dumping of chemicals into the storm drain system or the watershed is prohibited.
15. Equipment and workers for emergency work shall be made available at all times during the rainy season. Necessary materials shall be available on site and stockpiled at convenient locations to facilitate rapid construction of temporary devices when rain is imminent.
16. All removable erosion protective devices shall be in place at the end of each working day when the 5-Day Rain Probability Forecast exceeds 40%.
17. Sediments from areas disturbed by construction shall be retained on site using an effective combination of erosion and sediment controls to the maximum extent practicable, and stockpiles of soil shall be properly contained to minimize sediment transport from the site to streets, drainage facilities or adjacent properties via runoff, vehicle tracking, or wind.
18. Appropriate BMPs for construction-related materials, wastes, spills or residues shall be implemented and retained on site to minimize transport from the site to streets, drainage facilities, or adjoining property by wind or runoff.