

**Please note:** Retaining walls less than five feet (5') in height do not require a building permit.

**Project Address** \_\_\_\_\_

Please complete and submit the following:

1. \_\_\_\_\_ Retaining Wall permit application
2. \_\_\_\_\_ Two (2) sets of plans and specifications
3. \_\_\_\_\_ One (1) letter from a licensed civil engineer approving the plans and specifications (above) .
4. \_\_\_\_\_ Cautionary Statement (required if the property owner is listed as the contractor); **OR**  
State Licensing (required if a contractor is listed)
5. \_\_\_\_\_ **\$60.00 Retaining Wall permit fee (non-refundable, if permit is not approved) If construction has started prior to obtaining the permit, a penalty fee will be assessed.**



FOR OFFICE USE ONLY

Date \_\_\_\_\_
Permit # \_\_\_\_\_
Needs Approval \_\_\_\_\_
IP \_\_\_\_\_
Fee'd \_\_\_\_\_

APPLICATION FOR RETAINING WALL PERMIT
Form #DCI128 (rev. 02/20)

Permit Fee \$60.00

(If work is started without first obtaining a permit, a penalty fee will be charged in accordance with Chapter 9.07C of the Code of General Ordinances.)

Project Address \_\_\_\_\_ Check one: [ ] 1 or 2 family [ ] Commercial\* [ ] Multi-family\*

Property Owner \_\_\_\_\_ Contractor \_\_\_\_\_

Mailing Address \_\_\_\_\_ Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_

Contractor e-mail \_\_\_\_\_

Estimated Cost \_\_\_\_\_

Comments \_\_\_\_\_

Type of Materials to be Used \_\_\_\_\_

Zoning \_\_\_\_\_ Linear Feet \_\_\_\_\_ Height \_\_\_\_\_

Location: Front \_\_\_\_\_ Side \_\_\_\_\_ Rear \_\_\_\_\_

Any general contractor\* that performs work on a one- or two-family dwelling must possess the following two licenses (Licensing is not required for commercial projects):
1) Dwelling Contractor Certification number \_\_\_\_\_
2) Dwelling Contractor Qualifier Certification number \_\_\_\_\_
Licenses are available through the Department of Safety and Professional Services (DSPS) at: http://dsps.wi.gov

I agree to comply with all applicable codes, statutes, and ordinances, and with the conditions of this permit; understand that the issuance of the permit creates no legal liability, express or implied, on the state or municipality; and, certify that all of the permit information herein is accurate. If I am an owner applying for an erosion control or construction permit, I have read and signed the attached cautionary statement. I expressly grant the building inspector, or the inspector's authorized agent, permission to enter the premises for which this permit is sought at all reasonable hours and for any proper purpose to inspect the work which is being done.

Contractor's Signature \_\_\_\_\_ Date \_\_\_\_\_

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

\*Note to Property Owners: If the owner of the property is listed as the general contractor, a license is not required; however, the attached "Cautionary Statement" must be signed by the property owner.

**CAUTIONARY STATEMENT TO OWNERS OBTAINING BUILDING PERMITS**

*101.65(lr) of the Wisconsin Statutes requires municipalities that enforce the Uniform Dwelling Code to provide an owner who applies for a building permit with a statement advising the owner that:*

If the owner hires a contractor to perform work under the building permit, and the contractor is not bonded or insured as required under S.101.654(2)(a), the following consequences might occur:

- a) The owner may be held liable for any bodily injury to or death of others or for any damage to the property of others that arises out of the work performed under the building permit or that is caused by any negligence by the contractor that occurs in connection with the work performed under the building permit.
- b) The owner may not be able to collect from the contractor damages for any loss sustained by the owner because of a violation by the contractor of the one- and two-family dwelling code or an ordinance enacted under Sub.(1)(a) because of any bodily injury to or death of others or damage to the property of others that arises out of the work performed under the building permit or because of any bodily injury to or death of others or damage to the property of others that is caused by any negligence by the contractor that occurs in connection with the work performed under the building permit.

**CAUTIONARY STATEMENT TO CONTRACTORS FOR PROJECTS INVOLVING BUILDINGS BUILT BEFORE 1978**

If this project is in a dwelling or child-occupied facility, built before 1978, then the requirements of Ch. DHS 163 requiring Lead-Safe Renovation Training and Certification apply. For details of how to be in compliance, go to <http://dhs.wisconsin.gov/lead/renovationrules.htm>.



*I agree to comply with all applicable codes, statutes, and ordinances, and with the conditions of this permit; understand that the issuance of the permit creates no legal liability, express or implied, on the state or municipality; and, certify that all of the permit information herein is accurate. If I am the property owner applying for an erosion control or construction permit, I have read and signed the above cautionary statement. I expressly grant the building inspector, or the inspector’s authorized agent, permission to enter the premises for which this permit is sought at all reasonable hours and for any proper purpose to inspect the work which is being done.*

I vouch that I am or will be an owner-occupant of this dwelling for which I am applying for an erosion control or construction permit (of a single-family or two-family dwelling) without a Dwelling Contractor Certification and have read this Cautionary Statement regarding contractor responsibility. **(Note:** This form is not required for general contractors of multi-family or commercial buildings).

Project Address \_\_\_\_\_

Property Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

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

**On the illustration below:**

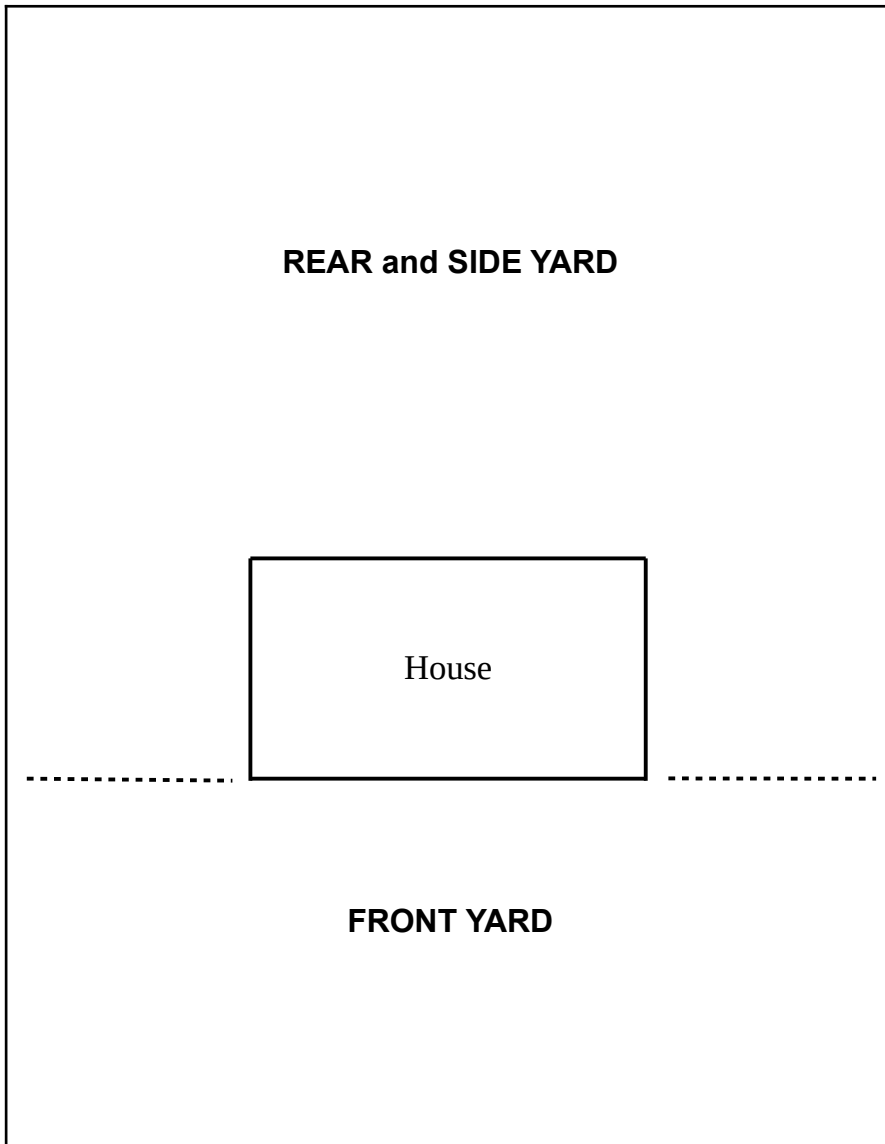
List retaining wall height at proposed locations of installation: Example:         6'          
Rear Retaining Wall Height

**For Corner Lots:** Please show locations of garages, both streets, public sidewalks, driveways, and alleys.  
**Note:** The shorter of the two street frontages is considered the front yard for purposes of setback, regardless of which direction the house faces.

Located to the rear of project property is:

         Neighbor  
         Alley

                                  
Rear Retaining Wall Height



                                  
Front Retaining Wall Height

# EXAMPLE DRAWING of a CORNER LOT:

Located to the rear of project property is:

Neighbor

Alley

6'

Rear Retaining Wall Height

Located this side of project property is:

Neighbor

Street

6'

Side Retaining Wall Height

Located this side of project property is:

Neighbor

Street

6'

Side Retaining Wall Height

**15<sup>th</sup> Place**

*Sidewalk*

House

Garage

Driveway

**REAR and SIDE YARD**

**FRONT YARD**

n/a  
Front Retaining Wall Height

n/a  
Front Retaining Wall Height

*Sidewalk*

n/a

Front Retaining Wall Height

**27<sup>th</sup> Avenue**