



**DIVISION OF PLANNING AND PERMITTING**  
**FREDERICK COUNTY, MARYLAND**  
***Department of Permits and Inspections***

30 North Market Street • Frederick, Maryland 21701  
Phone (301) 600-2313 • Fax (301) 600-2309

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**PLAN REVIEW SUBMITTAL REQUIREMENTS**  
**CHECKLIST FOR RETAINING WALL**

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**ATTACHMENT (C)**

- 1) Two sets of construction plans; one set will be returned to you with the approved permit.
- 2) Construction plans must be drawn to scale, with the scale indicated (i.e.,  $\frac{1}{4}$ " = 1 ft.). Any retaining wall that retains more than 48 inches of fill requires plans that are designed by a Professional Architect or Professional Engineer (P.E.) of Record. The plans shall have the signature and seal of the professional on each page. (Reference: International Residential Code, R106.1, Submittal documents or International Building Code, Section 107.1, General.)
- 3) Please complete the following information and attach this sheet to the construction plans:
  - a. Height of the retaining wall from finished grade to top of wall on *front* side of wall: \_\_\_\_\_.
  - b. Height of the retaining wall from finished grade to top of wall on *rear* side of wall: \_\_\_\_\_.
  - c. Circle the construction type of the proposed retaining wall:
    - Wood
    - CMU
    - Poured Concrete
    - Dry-Stacked
- 4) Provide any Manufacturer's Design Manual or booklet for dry-stacked wall systems.
- 5) Show hydrostatic or water drainage line(s) behind the retaining wall to relieve pressure.