



**City of Acworth  
Development Department**

4415 Center Street  
Acworth, GA 30101  
Office: (770) 974-2032  
Building@acworth-ga.gov  
Acworth-ga.gov

**RESIDENTIAL RETAINING WALL PERMIT APPLICATION**

This permit application is for a retaining wall located on one individual parcel of land. If the wall crosses a property line, a separate permit will be required for the work on any additional parcel(s).

**All contractors are required to have a business license from a Georgia municipality!**

**Expiration of Permits:** All permits expire 6 months after the last required inspection that has been passed, or 6 months after the date of issue if no required inspections have been approved. The Building Official may issue a 6 month extension if any permit, (for due cause), if requested in writing by the permit holder prior to such a permit expiring.

**Location/Street Address:** \_\_\_\_\_

**Subdivision / Complex:** \_\_\_\_\_ **Lot / Apt. #:** \_\_\_\_\_

**Owner Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Mobile:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Contractor:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Mobile:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**TOTAL VALUATION OF CONSTRUCTION \$** \_\_\_\_\_ **TOTAL SQUARE FOOTAGE** \_\_\_\_\_  
**NOTE: The "CONSTRUCTION VALUATION" is the Turnkey cost of the entire job, including architectural and design fees, all site work necessary for the building, materials, labor, overhead and profit for all trades.**

**BASE FEE:** \_\_\_\_\_ **\$ 80.00**

**PLAN REVIEW FEE:** \_\_\_\_\_ **\$ 100.00**

**FEES BASED ON VALUATION:**

A. \$1-\$25,000 : \_\_\_\_\_ **\$150.00**

B. \$25,001-\$50,000 : \_\_\_\_\_ **\$300.00**

C. \$50,001-\$75,000 : \_\_\_\_\_ **\$450.00**

D. \$75001 AND OVER \_\_\_\_\_ **(COST PER \$1,000) \$6.00: \$** \_\_\_\_\_

**TOTAL COST:** \_\_\_\_\_ **\$** \_\_\_\_\_

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

**Re-inspection Fees: \$75.00 each Occurrence**

**Work Commencing Without a Permit:** Where any work for which a permit is required is started without such a permit having been issued, the applicable fees shall be doubled. (This includes permits for Building, Electrical, Plumbing, Mechanical, Gas Etc.) The payment of such a double fee shall not relieve any persons from fully complying with the requirements if all applicable codes and City Ordinances including on work already performed, concealed or otherwise not inspected, nor shall it relieve them from any other penalties as may be prescribed by law.

**I hereby certify that I have read and examined this document and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. Granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.**

**SEE REQUIREMENTS FOR RETAINING WALLS (ATTACHED)**

\_\_\_\_\_  
**CONTRACTOR OR AUTHORIZED AGENT - PRINT NAME**

\_\_\_\_\_  
**SIGNATURE OF CONTRACTOR OR AUTHORIZED AGENT**

\_\_\_\_\_  
**DATE**

# Requirements for Retaining Walls

## (1) **Permitting**

Retaining walls which do not exceed 4 feet in vertical height, as measured from the low side exposed toe of the wall to the top of the wall at any point, shall not require permitting provided that the slope of the backfill materials does not exceed 1 in 3 (1 foot rise for every 3 feet of run). In addition, such walls must not support soils, which in turn will support any portion of any structure (except for detached utility structures of 120 square feet or less).

Retaining walls, which exceed 4 feet in height at any point along the wall, shall require permitting.

All retaining walls, regardless of height, which support soils that are in turn supporting any portion of a structure, other than detached utility structures of 120 square feet or less, shall require building permits.

All walls designed for water retention as part of a stormwater management plan, shall be under the jurisdiction of the Acworth Public Works Department.

## (2) **Design**

All retaining walls supporting soils that are in turn supporting any portion of a structure, other than detached utility structures of 120 square feet or less, shall require a stamped, sealed design by a Georgia Registered Structural Engineer.

All walls supporting backfill materials sloping in excess of 1 in 3 (1 foot rise for every 3 feet of run), shall require a stamped, sealed design by a Georgia Registered Structural Engineer.

Other walls may be constructed in accordance with the Building Department's approved standard details, kept on file, or they shall require a stamped, sealed design by a Georgia Registered Structural Engineer.

## (3) **Materials**

No wood materials may be used in retaining walls with the exception that pressure preservatively treated wood (suitable for continual ground contact use), may be used in walls 4 feet or less in height; provided that they do not support soils that are in turn supporting any portion of a structure (other than detached utility structures of 120 square feet or less) nor support backfill materials sloping in excess of 1 in 3 (1 foot rise for every 3 feet of run).

## (4) **Locations**

Regardless of their height, retaining walls must always be located away from other retaining walls a distance of 1.5 times their maximum height (as measured from the low side exposed toe of the wall to the top of the wall at any point). Otherwise they shall require a stamped, sealed design by a Georgia Registered Structural Engineer, taking into account the loading imposed by such adjacent walls, as well as the ability to repair or replacement any portion of such walls in the future.

All retaining walls and their required components (including "dead men", geo -textile materials, drain piping, etc.) shall be located entirely on a single parcel of land and shall not cross over any property lines. Exception: Retaining walls located to the rear of buildings or residences may cross over property lines provided that such a crossing is roughly perpendicular to the property line which it crosses. In such cases, separate permits will be required for each parcel of land on which the wall is to be constructed. Such walls do not need to be broken at the property line, but may be continuous. Such walls shall never support soils that are in turn supporting any portion of a structure, other than detached utility structures of 120 square feet or less.

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No retaining walls shall cross creeks, drainage easements, or other water courses without the approval of the Acworth Public Works Department.

All walls designed for water retention, as part of a stormwater management plan, shall be under the jurisdiction of the Acworth Public Works Department.

**(5) Inspections**

Inspection of permitted retaining walls shall occur before any concrete, backfill material, drainage material, etc. is placed in such a way as to conceal any other required components of the wall (such as "dead men", geo-textile fabric, drain piping, etc.). This will necessitate at least several inspections, in progressive stages, as the construction of the wall proceeds. At the discretion of the Building Department, a qualified third party may perform such inspections provided that a letter, signed and sealed by a Georgia Registered Structural Engineer and certifying compliance with all applicable codes and designs, is submitted to the Department after the completion of the wall.

**(6) Permit Fees**

Permit fees shall be calculated the same as for buildings within their appropriate class of construction, either residential or commercial.

## STIPULATIONS / COMMENTS

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**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

### FOR OFFICE USE ONLY

**BASE APPLICATION ACCEPTED BY:** \_\_\_\_\_  
**PLANS CHECKED BY:** \_\_\_\_\_  
**STORMWATER & EROSION CONTROL APPROVED BY:** \_\_\_\_\_  
**ZONING APPROVAL:** \_\_\_\_\_ **TAX PARCEL NUMBER:** \_\_\_\_\_  
**APPROVED FOR ISSUANCE BY:** \_\_\_\_\_

**Live Load:** \_\_\_\_\_ **Construction Type:** \_\_\_\_\_ **Occupancy Type:** \_\_\_\_\_