

Building Checklist: Retaining Walls

DEVELOPMENT & USE REVIEW



17425 Ballinger Way NE
Lake Forest Park, WA 98155
206-368-5440

A permit is required for all retaining wall projects over 4 feet in total height and the project must comply with the established zoning requirements.

The following checklist identifies the *minimum requirements* for acceptance of an application for a building permit. Should any of the following items not be provided, the application may not be accepted.

INSTRUCTIONS: Please mark each box to indicate that the requested information is included in your submittal.

APPLICATION: Submit two (2) copies each:

- A completed [Building Permit application](#) form
- A completed [clearing and grading permit application](#) form (required for footings)
- [Authorization of Application](#), to authorize an agent or representative to act on the property owner's behalf (if applicable)
- A legal description of the property
- Bid for Construction time and Materials
 - o If Construction by owner, provide List of Materials and costs, multiply total x 2

SITE PLAN: Submit two (2) copies each:

The site plan must be drawn to scale, preferably 1' = 10" or 1" = 20" on a minimum 11" X 17" size paper showing the proposed and existing structures in the plan view indicating:

- North arrow
- The scale used
- Existing and proposed streets surrounding the property
- Existing and proposed contours (5-foot intervals)
- If present, environmentally critical areas on the property, adjacent to the property, (such as wetlands, steep slopes, top and toe of slopes, creeks or streams or Lake Washington)
- Property lines
- Square footage of lot
- Square footage of total building and wall
- Distances from the proposed wall to the property lines and other building on site

- Title block indicating name, address and telephone number of applicant and owner and property address
- Legal description and assessor's tax parcel number
- Location of existing and proposed easements
- All existing improvements on the property
- Existing sewer, water, and storm drains
- All trees at least 6 inches in diameter

CONSTRUCTION PLANS: Two (2) copies of each:

- All wall dimensions
- Reinforcement schedule
- For walls over four (4) feet a structural design shall be completed by a professional engineer licensed in the State of Washington. The documents must have the original seal and signature of the engineer (no copies)

ADDITIONAL ITEMS THAT MAY BE REQUIRED:

- Two (2) copies of soils report from a licensed geotechnical engineer if geological hazard areas or steep slopes are present on an area to be altered
- Two (2) complete sets of the approved Land Use Decision and/or State Environmental Policy Act (SEPA) Determination and all items required by those decisions
- Two (2) copies of small site drainage plan, if new impervious surface exceeds 1,000 square feet and/or the parcel is adjacent to sensitive areas
 - o See small site drainage plan submittal requirements, Appendix C in the 2016 [King County Surface Water Design Manual KCSWDM](#)



Owner of Record:

Property Address:

Owner/Authorized Agent:

Accepted by: _____

Date Accepted: _____**Questions?**

For more information, contact the Building Department:

CKillman@cityoflp.com

206-957-2815

[Permit Tech](#)

206-957-2813

Access to Information

Electronic versions of all forms, permits, applications, and codes are available on the Lake Forest Park website:

<http://www.cityoflp.com/>

Paper copies of all of the above are available at City Hall:

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