



Government of the District of Columbia  
Department of Consumer and Regulatory Affairs

---

**Permit Application Submittal Requirement Guideline**

**2019-003**

---

**Retaining wall @Home Owner Center**

---

This checklist provides guidance to documents submittal requirements for applications that pertain to retaining walls at Home owner Center for Single and Two family dwelling units.

Discipline reviews required: Structural Review, Zoning, DDOT, and DOEE.

**References: DCBC 2013 and DCRC 2013**

---

**DCMR 12A**

- **[DCBC 106.1.13 Official Building Plat ]– Plat required for erection of retaining walls higher than 48inches.**
  - **[DCBC 106.2 Site plan] site plan is required to erect retaining walls.**
  - **[DCBC 105.3.10] – Design Professional Required.**
  - **[DCRC 404]- for foundation and Retaining Wall**
  - **[DCRA 405]- Foundation Drainage.**
  - **DCRA permitting Fee schedule ( available online )**
- 

**Guideline**

The following Documents are required to review this permit application

- |  |   |
|--|---|
| <input type="checkbox"/> Application form / apply online   | <input type="checkbox"/> Show top of wall and bottom of wall Elevations   |
| <input type="checkbox"/> Copy of Neighbor Notification letter adjoining neighbors along with copy of proof of service, if close to property line available online at <a href="http://dcra.dc.gov">dcra.dc.gov</a>                          | <input type="checkbox"/> Retaining walls greater than 4ft require seal and stamp of a District licensed Design Professional |
| <input type="checkbox"/> Copy of Neighbor Notification letter adjoining neighbors along with copy of proof of service (certified mail receipt), if close to property line available online at <a href="http://dcra.dc.gov">dcra.dc.gov</a> | <input type="checkbox"/> Structural Certification from Professional Engineer (optional)                                     |
| <input type="checkbox"/> Minimum 4 copies are required.  | <input type="checkbox"/> Minimum factor of safety for global stability sliding and overturning is 1.5                       |
| <input type="checkbox"/> List name, company, address and contact information of the owner, designer , design professional, expeditor, or owners agent.   | <input type="checkbox"/> Minimum Sheet size of 11x17 inches , no pencil   |
| <input type="checkbox"/> Include property address and street name  | <input type="checkbox"/> Minimum scale of drawings is 1/8" to a ft.   |
| <input type="checkbox"/> A site plan with information of the proposed work   | <input type="checkbox"/> Show soil parameters   |
| <input type="checkbox"/> Show code year used in the design   | <input type="checkbox"/> Soil report might be required in unstable soils  |
| <input type="checkbox"/> Cross sectional detail of the retaining wall  | <input type="checkbox"/> Permitting fee is \$46/\$1000 of cost of construction  |
| <input type="checkbox"/> Show method of drainage behind the wall   | <input type="checkbox"/> Information regarding DOEE call 202-442-4863   |
| <input type="checkbox"/> Show type of wall material and details  | <input type="checkbox"/> Walls in public space will require DDOT review Call 202-673-6813                                   |
| <input type="checkbox"/> Provide material specification  | <input type="checkbox"/> Walls in Historic will require Historic Review – Call 202-442-7600/8800                            |
| <input type="checkbox"/> Show frost depth elevation  |   |