



RETAINING WALL Permit Application Checklist

Community Development Department

Revision Date: 07/22/2020

Required Permit Applications:

- ❖ [Fill out and submit Building Permit Application](#)

Submittal Requirements:

- ❖ Paper Submission
 - Two (2) copies of Plat of Survey indicating the location of the retaining wall
 - Two (2) copies of Construction Plans
- ❖ Online Submission
 - One (1) copy of Plat of Survey indicating the location of the retaining wall
 - One (1) copy of Construction Plans

Permit Fees (Fee is not due until permit is ready):

- ❖ Construction Cost X 0.75%

License Requirements:

- ❖ None

Other Requirements & Information:

- ❖ Work must be started and completed within six (6) months of the issue date.
- ❖ Retaining wall cannot be in any easements on property.
- ❖ After Permit is issued, as construction progresses, inspections are required. [Click here to schedule inspections online](#). Or call us at 847-658-2700 # 1003.
- ❖ Contact JULIE at 811 or www.illinois1call.com before you dig.

Adopted BUILDING CODES:

International Residential Code 2006 | International Building Code 2006 | International Fire Code 2006 | International Mechanical Code 2006 | International Fuel Gas Code 2006 | National Electrical Code 2002 | [Illinois State Plumbing Code 2014](#) | [Illinois Energy Conservation Code 2015](#) | International Existing Building Code 2006 | International Property Maintenance Code 2006 | Illinois Accessibility Code 1997

Please note that this checklist is not intended to be all-inclusive.
Due to changes in codes, regulations, and ordinances, other requirements may apply.