



This application is for a [Retaining Wall - Commercial Permit](#). If the project is located on residential property, please apply for a [Retaining Wall - Residential Permit](#) instead.

Please provide a scope of work for the project, to include grading, earth-moving, and modifications to drainage patterns. Also provide the linear footage of wall and wall heights (from bottom of footing to top of wall) at each end, the center, and any directional change or turn in the wall.

Please provide a brief name for your project such as "(Name of Business) Retaining Wall Replacement."

Required Attachments

1. [Retaining Wall Permit Application](#)

2. Construction Drawings: Please combine the construction drawings into a single PDF. All pages should be in the same landscape or portrait orientation (not a combination of the two). All drawings should be shown to scale with dimensions.

- **Cover Sheet and Sheet Index** with the project address and a sheet list of all drawings submitted for plan review.
- **Civil Drawings**
 - **Existing Conditions/Survey**
 - **Site Plans** including all setbacks, buffers and easements clearly labeled and shall include the lot coverage calculations. Also include any existing utility services such as water, sewer, septic fields, etc.
 - **Grading and Drainage Plans**
 - **Retaining Wall Details**, if applicable.
 - **Erosion Control Plans** clearly indicating the BMP locations with standard details.
 - **Tree Conservation Plan** including the canopy coverage calculations.

3. [Erosion Control and Tree Conservation Agreement](#)

4. Any Applicable Affidavits

- **[Contractor Affidavit](#):** Required for every contractor and subcontractor. Please include a copy of the current state Contractor's License, local Business License, and state Driver's License.
- **[Authorized Agent Affidavit](#):** Required for third-party services authorized by the owner or permit applicant (i.e., permit expeditors, architects, engineers, etc.).
- **[Commercial Owner Authorization Affidavit](#):** Required for owners of commercial properties to authorize a tenant or other legal entity to act as the applicant.

5. Any Applicable Indemnification Letters

- **[Owner's Indemnification](#):** Required for walls over 4 feet but less than 6 feet in height.
- **[Engineer's Indemnification](#):** Required for walls over 6 feet in height. Must be engineered by a licensed State of Georgia Professional Engineer.



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Please provide a brief name for your project such as "Johnsons Retaining Wall Replacement."

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- **[Residential Owner-Contractor Affidavit](#):** Required for owners of residential properties who wish to act as their own contractor.

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