



**APPLICATION PACKET FOR
RETAINING WALL
COVER SHEET**

Please note: Retaining walls less than five feet (5') in height do not require a building permit.

Project Address _____

Please complete and submit the following:

1. _____ Retaining Wall permit application
2. _____ Two (2) sets of plans and specifications
3. _____ One (1) letter from a licensed civil engineer approving the plans and specifications (above) .
4. _____ Cautionary Statement (required if the property owner is listed as the contractor); **OR** State Licensing (required if a contractor is listed)
5. _____ \$60.00 Retaining Wall permit fee (non-refundable, if permit is not approved) If construction has started prior to obtaining the permit, the fee will be doubled.

After Approval/Processing of this Permit Application:

If you do not intend to proceed with this project, please contact our office at 262.653.4263 to avoid paying the entire cost of the permit. Administrative and/or plan review fees will be charged. Any/all unpaid permit fees, along with an additional \$100.00 Administrative Fee, will be processed as a special charge against the real estate upon which the service was performed.



FOR OFFICE USE ONLY

Date _____
Permit # _____
Needs Approval _____
IP _____
Fee'd _____

APPLICATION FOR RETAINING WALL PERMIT
Form #CDI128 (rev. 01/16)

Project Address _____
Property Owner _____ Contractor _____
Mailing Address _____ Mailing Address _____
City _____ State _____ Zip _____ City _____ State _____ Zip _____
Phone (_____) _____ Phone (_____) _____
Contractor e-mail _____

Estimated Cost _____

Comments _____

Type of Materials to be Used _____

Zoning _____ Linear Feet _____ Height _____

CHECK ONE: One-family _____ Two-family _____ Multi-family _____ Commercial _____

Location: Front _____ Side _____ Rear _____

Any general contractor* that performs work on a one- or two-family dwelling must possess the following two licenses (Licensing is not required for commercial projects):

- 1) Dwelling Contractor Certification number _____
- 2) Dwelling Contractor Qualifier Certification number _____

Licenses are available through the Department of Safety and Professional Services (DSPS) at: <http://dsps.wi.gov>

I agree to comply with all applicable codes, statutes, and ordinances, and with the conditions of this permit; understand that the issuance of the permit creates no legal liability, express or implied, on the state or municipality; and, certify that all of the permit information herein is accurate. If I am an owner applying for an erosion control or construction permit, I have read and signed the attached cautionary statement. I expressly grant the building inspector, or the inspector's authorized agent, permission to enter the premises for which this permit is sought at all reasonable hours and for any proper purpose to inspect the work which is being done.

Contractor's Signature _____ **Date** _____

Please Print Name _____

***Note to Property Owners:**

If the owner of the property is listed as the **general** contractor, a license is not required; however, the attached "Cautionary Statement" must be signed by the property owner.

CAUTIONARY STATEMENT TO OWNERS OBTAINING BUILDING PERMITS

101.65(lr) of the Wisconsin Statutes requires municipalities that enforce the Uniform Dwelling Code to provide an owner who applies for a building permit with a statement advising the owner that:

If the owner hires a contractor to perform work under the building permit, and the contractor is not bonded or insured as required under S.101.654(2)(a), the following consequences might occur:

- a) The owner may be held liable for any bodily injury to or death of others or for any damage to the property of others that arises out of the work performed under the building permit or that is caused by any negligence by the contractor that occurs in connection with the work performed under the building permit.
- b) The owner may not be able to collect from the contractor damages for any loss sustained by the owner because of a violation by the contractor of the one- and two-family dwelling code or an ordinance enacted under Sub.(1)(a) because of any bodily injury to or death of others or damage to the property of others that arises out of the work performed under the building permit or because of any bodily injury to or death of others or damage to the property of others that is caused by any negligence by the contractor that occurs in connection with the work performed under the building permit.

CAUTIONARY STATEMENT TO CONTRACTORS FOR PROJECTS INVOLVING BUILDINGS BUILT BEFORE 1978

If this project is in a dwelling or child-occupied facility, built before 1978, then the requirements of Ch. DHS 163 requiring Lead-Safe Renovation Training and Certification apply. For details of how to be in compliance, go to <http://dhs.wisconsin.gov/lead/renovationrules.htm>.



I vouch that I am or will be an owner-occupant of this dwelling for which I am applying for an erosion control or construction permit (of a single-family or two-family dwelling) without a Dwelling Contractor Certification and have read this Cautionary Statement regarding contractor responsibility. (**Note:** This form is not required for general contractors of multi-family or commercial buildings).

Project Address _____

Property Owner's Signature _____ Date _____

Print Name _____

EXAMPLE DRAWING of a CORNER LOT:

Located to the rear of project property is:

Neighbor

Alley

6'

Rear Retaining Wall Height

Located this side of project property is:

Neighbor

Street

6'

Side Retaining Wall Height

Located this side of project property is:

Neighbor

Street

6'

Side Retaining Wall Height

Sidewalk

15th Place

FRONT YARD

n/a

Front Retaining Wall Height

n/a

Front Retaining Wall Height

Sidewalk

n/a

Front Retaining Wall Height

27th Avenue

