

Plan submittal check list.

Retaining Walls/Fences

All items must be included before the application can be accepted for review by the City of Auburn. Please indicate that each component has been included by placing a check in the corresponding box.

Completed Not Applicable

Set of electronic plans (PDF format)
Floor plans to scale (all levels)
Elevations

Engineered component documentation (If required per page 3.)

FEMA Elevation Certificate (if applicable)

Site plan per SITE PLAN SPECIFICATIONS (page 2)

State Residential Contractor license is current

City of Auburn Contractor license is current

Letter from Condominium Association or HOA (if applicable)

Depending on the amount and type of work, you may be required to have an inspection on erosion control measure that must be installed, before the issuance of any permit.

Inspection Services is now offering an online permit portal. The Auburn Permit portal allows you to submit all of your documents Online. You can keep track of the status of your on-going permits and securely pay for the permits online. You will also be able to schedule inspections and see the comments that inspectors make on specific inspections. If you would like more information about the Auburn Permit Portal visit webgis.auburnalabama.org/permits or call 334-501-3170.

Be sure to use the SAVE AS function when saving this file after filling it out. Please use the lot number and subdivision in the file name when saving. E-mail the completed application to plans@auburnalabama.org along with all plans, site plans and other required documents.

City of Auburn Site Plan Specifications

The following information is required on all site plans that are submitted for all New Residential Construction and additions.

Written Information

- Lot number and subdivision
- Building footprint
- Date
- Name and contact information for design professional
- Housing Type
- Number of Bedrooms per unit
- Number of Stories
- Lot area in Square feet
- Total proposed impervious surface area in square feet (includes all areas covered by pavement **and** structures)

Graphic Information

- Setbacks to property lines from building walls on front, rear, and each side
- North Arrow
- Adjacent street names and R.O.W widths
- Lot line dimensions and bearings
- Scale
- Impervious surface outlines with area in square feet, labeled by type (i.e. driveway, sidewalk, and patio) and shaded or otherwise marked so as to be clearly distinguishable from buildings and other features. Do not include impervious surfaces that are not on the actual lot.
- Utilities (water, sewer, storm, electrical)
- Driveway location
- Easements shown on the final recorded plat
- Porches, patios, decks
- Flood Zones
- Stream Buffers
- Required Minimum Finished floor elevations



Residential Permit Application

Retaining Walls/Fences

City of Auburn

Home of Auburn University

Codes Enforcement 171 North Ross Street Auburn, AL 334-501-3176

GENERAL CONTRACTOR INFORMATION

Contractor

Home Owner

Company Name: _____ Contact Person: _____

Address: _____ Phone: _____

Email Address: _____ Fax: _____

State Contractors Lic. #: _____ Exp. Date: _____ City Business Lic: # _____ Exp. Date: _____

SITE LOCATION

Site Address: _____

Subdivision: _____ Lot # _____

PROJECT DESCRIPTION

Type of building: Retaining Wall Fence

Construction Cost: _____ Height of Retaining Wall/Fence: _____

Type of Retaining Wall: _____ Is there a surcharge? Yes No

Type of Fence: _____

Check if Residence is Located in a: Flood Plain Historic District

Project Description:

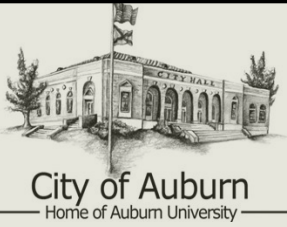
This section to be filled out by Codes Enforcement:

DATE RECEIVED

PERMIT #

RECEIVED BY

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Retaining Walls

What is a retaining wall?

A structure that holds back soil or rock from a building, structure or area. Retaining walls prevent downslope movement or erosion and provide support for vertical or near-vertical grade changes.



Inspection Services Department

171 North Ross Street
Auburn, AL 36830
(334) 501-3170

Hours of Operation

Monday—Friday
7:30 am - 4:30 pm

What is required to construct a retaining wall?

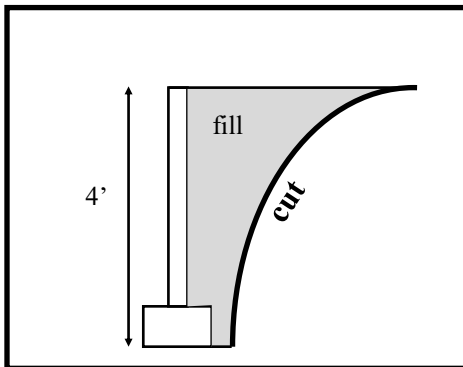
Building permits are required for any retaining wall that exceeds four (4) feet in height (as measured from the bottom of the footing to the top of the wall).

An engineered design in accordance with accepted engineering practices to ensure stability against overturning will be required when:

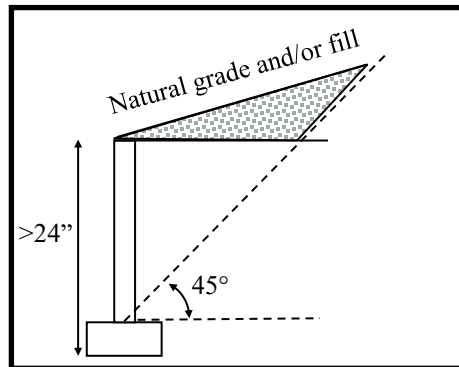
1. The retaining wall is over four (4) feet in height
2. The retaining wall is greater than twenty-four (24) inches in height that supports a surcharge (any additional load bearing on or against the wall, such as fill material) behind or above the wall.

What is Surcharge

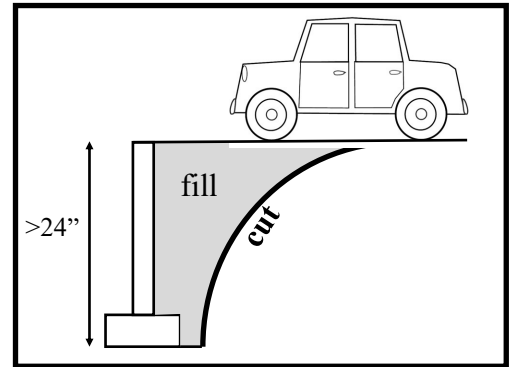
No surcharge



Surcharge



Surcharge



The information contained within this bulletin is the most common needed to obtain a permit and is not representative of all the conditions that may be encountered during the construction of your project.

It is the responsibility of the permit holder or the permit holder's representative to notify the city when the stages of construction are reached that require an inspection. All inspections need to be requested 24 hours prior by calling Inspection Services at 334-501-3170, 7:30 a.m. to 4:30 p.m., Monday – Friday