



# RETAINING WALL PERMITS

## FREQUENTLY ASKED QUESTIONS

### **DO I NEED A PERMIT TO BUILD OR REPLACE A RETAINING WALL?**

*Yes, for all retaining walls, regardless of height*

### **DOES IT HAVE TO BE DESIGNED BY AN ENGINEER?**

*Yes if the wall is over 4 ft in height (including footing)*

### **CAN I USE RAILROAD TIES?**

*No, railroad ties are no longer allowed due to environmental impact*

## PERMITS & FEES

A permit is required for building or replacing a retaining wall, regardless of height.

The fee is \$25 for every 100 linear feet, with a minimum fee of \$50.

## SUBMITTAL REQUIREMENTS

All permit applications and inspection requests are done online through the City's CSS portal:

<https://energovcss.coppelltx.gov/EnerGovProd/SelfService#/home>

Typical submittal requirements for Retaining Wall permits include, but are not limited to, the following. Submittal requirements may vary depending on the scope of work. Additional documents may be requested by City staff. Documents must be in PDF format.

- Description of the work
- A property survey with the location of the wall drawn on it
- Details on construction materials
- If the wall is over 4 ft in height, as measured from the bottom of the footing to the top of the wall at its highest point, it must be designed and stamped by a registered professional engineer
- A section drawing showing footing size and rebar reinforcement; materials and reinforcement of the wall; height; backfill; grading and drainage
- A separate permit is required if there is a fence on top of the retaining wall



# RETAINING WALL PERMITS

- The applicant must provide the names of the general contractor and subcontractors performing the work. All must be currently registered as contractors with the City of Coppell. Administrative staff will confirm that contractors are registered before the permit is issued.

Please note that if there is a floodplain or floodway anywhere on the lot, the survey that you submit must show the most current FEMA floodplain boundaries. In addition to the building permit, you must also apply for a Floodplain Development Permit (free of charge). Your permit application must be reviewed by the Engineering Department, so please allow extra time for plan review. <http://www.coppelltx.gov/Documents/Government/Engineering/Engineering%20Permits/Floodplain%20Permit%20Form.pdf>

## TYPICAL REQUIRED INSPECTIONS

Typical inspections for Retaining Wall permits include, but are not limited to, the following. Required inspections may vary, depending on the scope of work. City-approved plans must be on site for all inspections. Inspections that are requested before 4 pm will be conducted the next business day.

- Footing
- Rebar
- Stem Wall
- Final Retaining Wall

## GENERAL REQUIREMENTS

- Retaining walls along alleys must be at least 5 ft from the edge of alley paving, and entirely within the property line
- Retaining walls cannot be located within a floodplain
- If there is a walking surface at the top of the retaining wall, and the drop in grade is greater than 30 in, then a guard rail is required

## CODES AND ORDINANCES

Please see our website for the currently adopted editions of the building codes. Engineers involved in the design or construction must be licensed in the State of Texas. The Code adoptions and local amendments can be found in Chapter 15 of Coppell's Code of Ordinances. Zoning regulations are in Chapter 12, and fence regulations are in Chapter 9. All contractors must be registered with the City of Coppell and licensed as required by the State.



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[https://library.municode.com/tx/coppell/codes/code\\_of\\_ordinances](https://library.municode.com/tx/coppell/codes/code_of_ordinances)