VILLAGE OF GLEN CARBON

RETAINING WALL PERMIT

BUILDING AND ZONING DEPARTMENT
151 NORTH MAIN STREET
GLEN CARBON, IL 62034

PHONE 618-288-7502
FAX 618-288-1238

Village of Glen Carbon
Retaining Wall
Permit Application

Permit Number_____

Zoning District_____

Project Address:	**Owners Ph.#**		
Owners Name:		**Improvement Value:**	
Parcel ID:			

Contractor Contact Information

Name			
Address	**State**	**Zip Code**	**Ph. #**

Engineering Information

Engineer or Architect's Name		**Illinois Lic. #**
Mailing Address		**Ph. #**
City	**State**	**Zip code**

Project Information

How many retaining walls are proposed? _____

Indicate height of each wall

Wall 1 _____ **Wall 2** _____ **Wall 3**_____ **Wall 4** _____

Type of material used for wall construction _____

Submit data from supplier for wall system installation requirements
If the retaining wall is not a manufactured system then submit a detailed drawing

Will the retaining wall be located in any of the following?

Select all that apply.

Utility Easement____ **Drainage Easement**____ **Access Easement**____ **Sight Triangle**____

THE OWNER OF THIS STRUCTURE AND THE UNDERSIGNED AGREE TO CONFORM TO ALL APPLICABLE LAWS OF THIS JURISDICTION AND AGREE TO NOT ALLOW ANY PERSON OR PERSONS TO USE OR OCCUPY THE ABOVE STRUCTURE BEFORE A FIANL INSPECTION HAS BEEN MADE AND APPROVED AND A CERTIFICATE OF USE AND OCCUPANCY HAS BEEN ISSUED FOR THIS STRUCTURE. **"IT IS THE APPLICANTS RESPONSIBILITY TO COMPLY WITH ANY SUBDIVISION COVENANTS AND RESTRICITIONS WHICH MAY ALSO APPLY TO YOUR PROPSED CONSTRUCTION."**

_____ _____
Date **Signature of Owner or Legal Representative**

FOR OFFICIAL USE ONLY

THIS PERMIT IS GRANTED ON THE EXPRESS CONDITION THAT SAID CONSTRUCTION SHALL, IN ALL RESPECTS, CONFORM TO THE ORDINANCES OF THIS JURISDICTION, INCLUDING THE ZONING ORDINANCE, REGULATING THE CONSTRUCTION AND USE OF BUILDINGS AND MAY BE REVOKED AT ANY TIME UPON VIOLATION OF ANY PROVISIONS OF SAID ORDINANCES.

_____ _____ _____
Date **Approved** **Permit fee**

PLOT PLAN

1. Draw lot and show its dimensions.
2. Show distances (setbacks) of all buildings to lot lines, dimensions (size) of building and lot. Indicate size and location of easements.
3. If corner lot, designate setback lines at both street locations.
4. Indicate any additional out-buildings and all existing buildings with dimensions.
5. Indicate location of requested retaining wall.
6. Indicate all street and road names.
7. Indicate North Arrow.

Village of Glen Carbon Retaining Wall
Information Sheet

When are permits required?

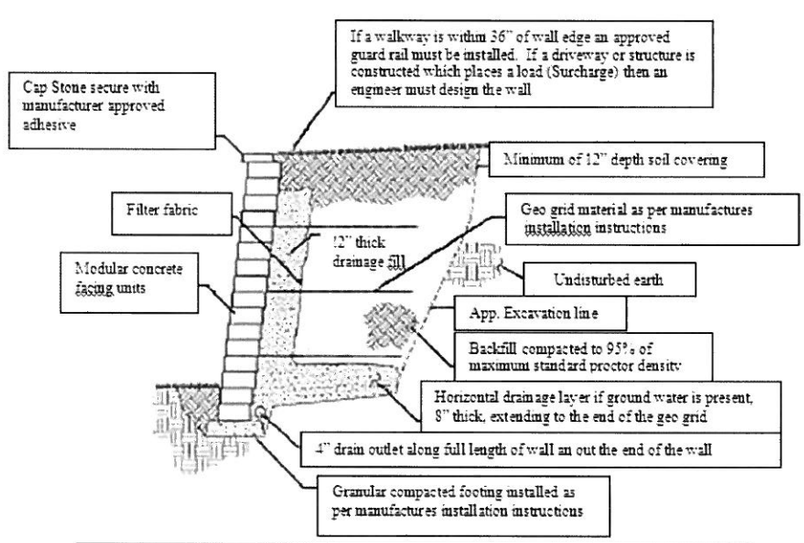
The Village of Glen Carbon requires that a permit be issued for any single retaining wall in excess of 48". A permit is also required if multiple retaining walls are erected to acquire a vertical height of greater than 48".
The information provided here is for general guidelines, the manufactures installation instructions should always be followed when using a block system.

What information is needed to apply for a permit?

- Two copies of a plot plan showing the size of the lot, the location, size, position of all structures on the lot relative to the lot lines. *This should include the location of the proposed retaining wall, primary structure, ancillary buildings, swimming pools, driveways, sidewalks and paving relative to the retaining wall location as the installation of guard rails may be required.*

- Two copies of plans from the material supplier which show the required installation of the "Wall System". If a "pre-manufactured Wall System is not utilized sealed drawings are not required. If a plain stone planned then a sealed drawing from an Engineer or Architect may be required. If a wooden tie wall is planned see the attached detail for installation requirements.

- Plans may be required to be sealed by an Illinois Licensed Architect or Engineer depending on the size and complexity of the proposed wall/walls, or if the wall supports a surcharge such as a driveway or foundation wall.



This drawing is for design guidelines only. Always follow the manufactures approved installation instructions

Does it matter what kind of a wall I am building?

No, all types of retaining walls that exceed 48" or multiples of walls that exceed 48" in height require the issuance of a permit prior to construction

Does the wall have to be inspected?

Yes, multiple inspections will be made at various points throughout the construction process. An inspection report will be left on the job site indicating if a particular phase has passed inspection. If a phase has not passed, corrections must be made and a request for a re-inspection made and approved prior to the next stage of work.
Inspections must be called in to our office (618-288-7502). When our office receives a request for an inspection we have 24 hours to respond, although many times we are able to perform the requested inspection in less time.

When are inspections required?

Once the permit is issued depending on the type of material used for construction (landscape timber, concrete, pre-engineered wall systems, rail road tie) will determine how many inspections will be performed.
For the most common type of wall (block retaining wall systems made by many different manufactures) generally the following inspection will be required:

- **Footing:** after excavation when rock has been compacted, prior to setting any Blocks

- **Drainage:** after rock has been installed but before the pipe is completely covered. The filter fabric must be visible also.

- **Reinforcing Grid:** An inspection is required before covering each layer of the "required" reinforcing grid. The number of inspections will vary from job to job depending on the design and height of the wall, usually this is approximately every 48" vertical rise. Be sure to use the **Manufactures** recommended fill material and compact as required in the **Manufactures** installation instruction.

- **Final Inspection:** A final inspection must be performed when the wall is completed and the surrounding disturbed areas have seed & straw or sod put down. The final inspection must be completed by the time allowed when the permit is issued usually 6 months. Failure to do so will void the permit and will require the re-issuance of the permit and will incur fees to do so.

If there is any walking surface (sidewalk, driveway, stone walk path) within three (3') feet of the top edge of the retaining wall, a guard rail will be required (diagram2).

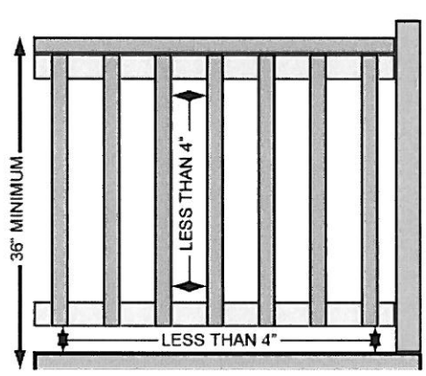


Diagram 2

SECTION R312
GUARDS

R312.1 Guards required. Porches, balconies or raised floor surfaces located more than 30 inches (762 mm) above the floor or grade below shall have guards not less than 36 inches (914 mm)in height.

R312.2 Guard opening limitations. Required guards on open sides of stairways, raised floor areas, balconies and porches shall have intermediate rails or ornamental closures which do not allow passage of a sphere 4 inches (102mm) or more in diameter.

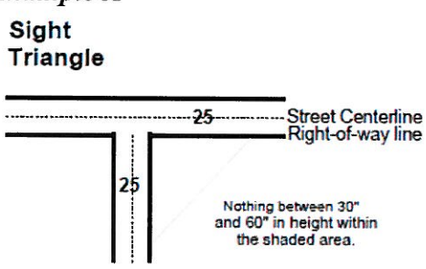
Where can I store my material?

All material including the rock used for fill behind the wall, any excess dirt or old wall material must be stored on your own property. It is a Village of Glen Carbon ordinance violation to store materials on a public street, alley or Right of Way. Failure to follow this ordinance could result in a fine levied against the violator by our Public Service Officer.

Are there any other concerns that might affect my permit or wall construction?

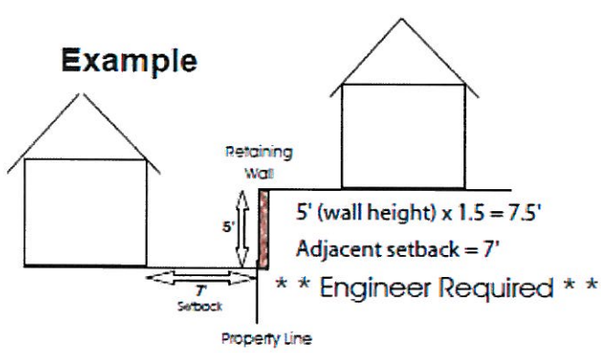
Yes, in some cases if the wall is located on a very steep incline or there is a doubt about the quality of the soil, the Administrator may require a soil analysis, or the inspector while on site observing soil conditions may require extra drainage, backfill materials and compaction.
Examples pictured here are also things to be aware of in wall design and construction:

Example A



To the left is an example of site line concerns that must be addressed and listed on the application.

Example B



(a) Any retaining wall over four (4) feet in height
where 1.5 times the height of the wall is either (1) greater than or equal to the building set back of an adjacent lot, or (2) such distance encroaches on any structure.

Height of wall **X** 1.5 ≥ Adjacent Setback

(b) Any retaining wall over four (4) feet in height located adjacent to a public right-of-way.

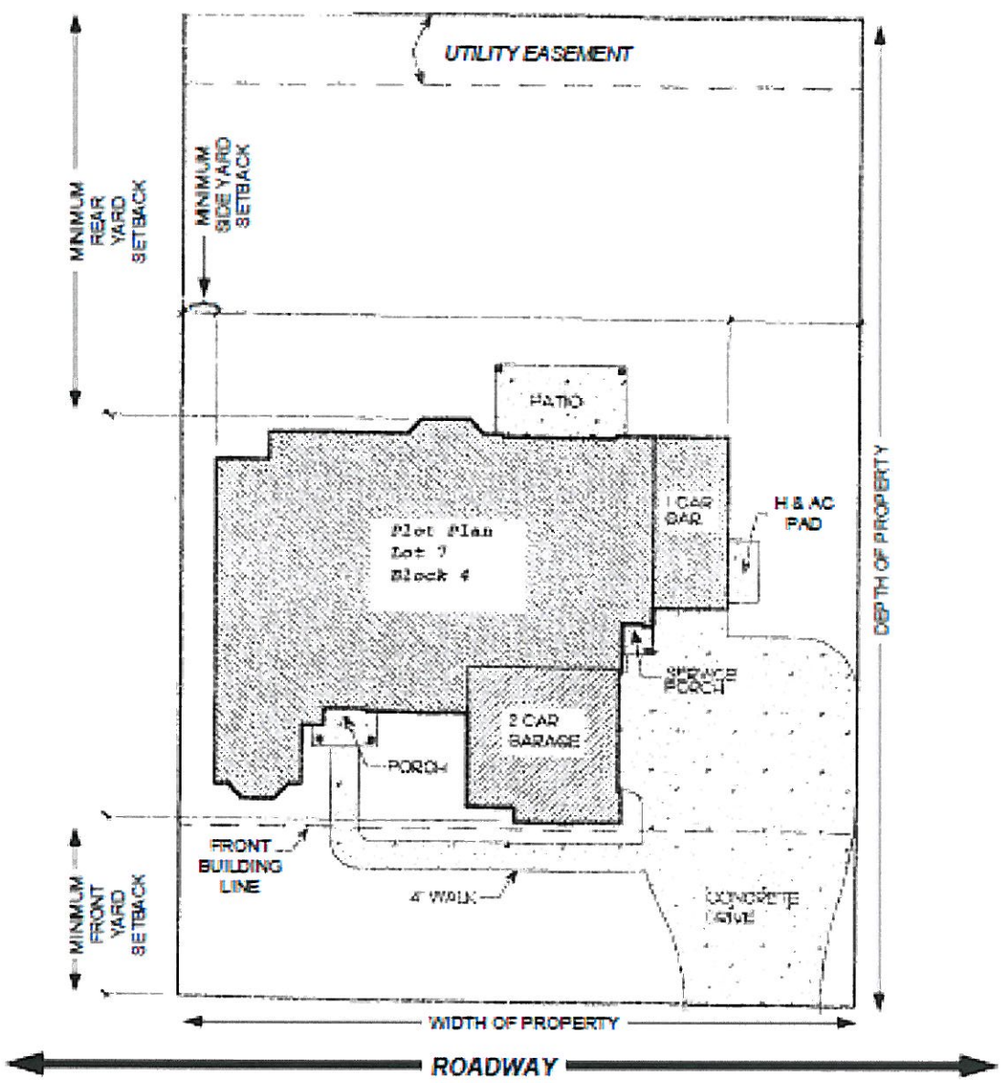
Engineer's design, certification and construction observation will be required in the instances listed under "***Example B***" above. All engineering services must be performed by an Illinois Licensed Engineer.

Example of plot plan to be submitted.

Include: Two copies of a plot plan showing the size of the lot, the location, size, position of all structures on the lot relative to the lot lines, the height of the proposed retaining wall/walls.

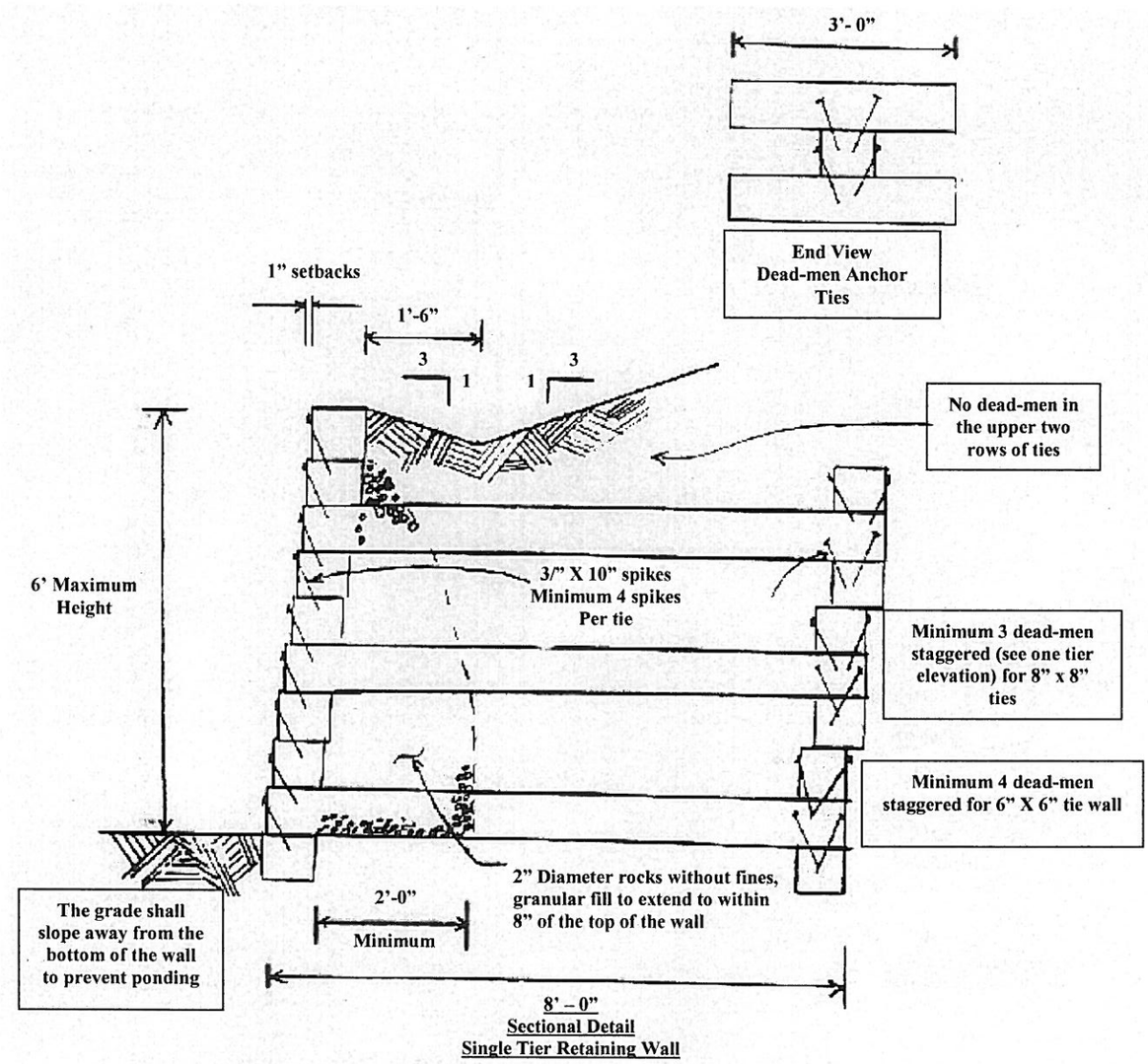
This plot plan should include primary structure, ancillary buildings, swimming pools, driveways, sidewalks and paving relative to the retaining wall location as the installation of guard rails may be required.

TYPICAL PLOT PLAN **Show location of wall with high side and low side.**



(Single) Tie or Timber Style Walls

All wood must be treated in accordance with the American Wood Preserver's Association or other approved agency. Timbers which are not marked or labeled by an approved agency will not be accepted.



Sectional Detail
Single Tier Retaining Wall

(Two Tier)Tie or Timber Style Walls

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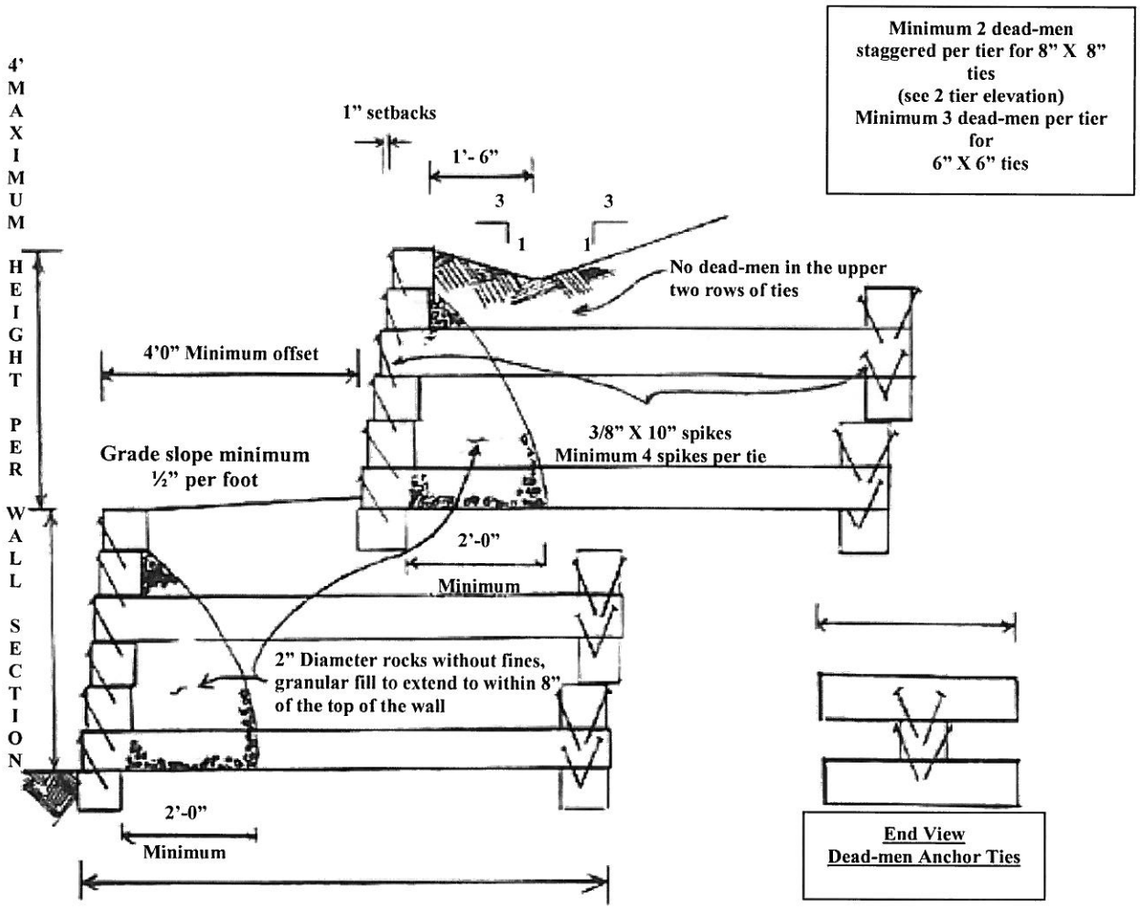


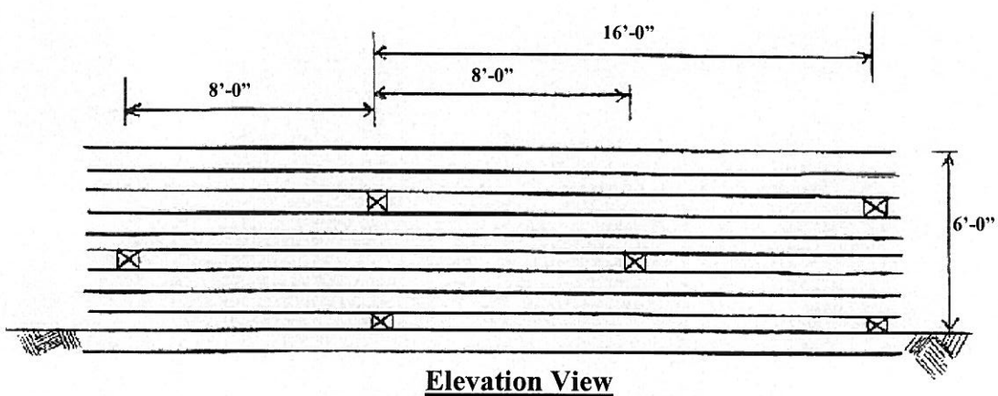
8'-0"

Sectional Detail

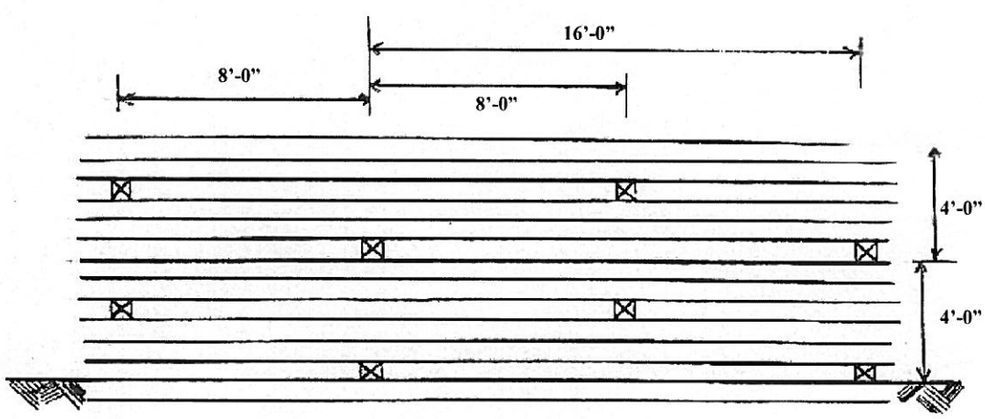
Two Tier Tie Retaining Wall

The grade shall slope away from the bottom of the wall to prevent ponding

Tie Wall Elevation
Showing Placement Of
(Dead Men)
For A
One & Two Tier Wall System



Elevation View
Single Tier Tie Retaining Wall



Elevation View
Two Tier Tie Retaining Wall