

Retaining Wall Application Guide

Retaining Structures

A building permit is required when you wish to:

- construct a retaining wall
- refer to tol.ca/building for guidelines on other projects requiring a permit

Application

Retaining wall building permit application are now accepted online at tol.ca/buildingpermits. Submitting your application digitally is convenient and allows for a faster application process. If you require assistance with submitting your online application, please contact Permits, Licences and Inspections.

The applicant must provide:

- Building Permit Application form, completed and signed
- Retaining Wall Checklist
- current Title Search or a Freehold Transfer (title search is to be no older than 30 days prior to permit application)
- site plan
- construction plans drawn to scale and sealed and signed by a structural engineer
- Schedule B – signed and sealed by a Professional Engineer for structural and geotechnical (if required)
- completed and signed Soil Declaration form
- Erosion and Sediment Control form – signed and dated
- Tree Cutting / Removal Declaration (not required for properties in the ALR)
- Agent Authorization form signed by the owner (if applicable)
- for properties serviced by a septic system, the following may be required from a Registered Onsite Wastewater Practitioner (ROWP):
 - copy of the Fraser Health Record of Filing form to construct or alter a septic system **or** a Building Permit Referral form where no work on the system is required
 - if ROWP is in the process of filing with Fraser Health, a Building Permit Referral form may be submitted with the application; however, the Fraser River Record of Filing must be provided before the building permit is issued

Retaining walls over 1.2 m in height require structural and geotechnical engineering. Typically, engineering is not required if the retaining wall is under 1.2 m in height. However, the Building Official may require engineering when considering the size, complexity or conditions of the site.

Drawings

All plans and information submitted must be of an appropriate scale with sufficient detail to establish compliance with the BC Building Code and the bylaws of the Township. Drawings may be submitted in metric or imperial scale. If you are unable to draw appropriate plans, then you must obtain the services of a qualified person.

Drawings may be submitted in metric or imperial scale. The following are the minimum scales:

site plan	1:100	or	1/8" = 1' - 0"
cross sections	1:50	or	1/4" = 1' - 0"
construction details	1:20	or	1/2" = 1' - 0"
stormwater management	1:100	or	1/8" = 1' - 0"

Site Plan

- lot shape, size, dimensions, and location of proposed retaining wall(s)
- show any easements, rights-of-way, and watercourses/bodies of water on the property and the setbacks to the buildings
- overall dimensions of the proposed retaining wall
- driveway location – existing, and/or proposed
- septic system and well locations
- perimeter drainage sump and discharge locations
- show all trees to be retained/removed
- finished grades, top and bottom of the proposed retaining wall

Typical Cross Sections and Construction Details

- all construction materials
- footings and foundation walls
- top and bottom of retaining wall elevations
- finished grade

Stormwater Management Plan

- A Stormwater Management Plan sealed and signed by a Civil Engineer may be required for the proposed fill to be brought onto the property for the construction of the retaining wall and/or elevation change.
- Any proposed fill is to be used to establish the construction site of the retaining wall; it is *not* to be used to re-grade the property.
- The plan should show grades of property, both existing and proposed.

Building permit application process

Once compliance with Municipal Bylaws and other applicable enactments has been demonstrated, a building permit may be issued following receipt of payment for the appropriate permit fees and bonds. The issuance of the permit may be delayed depending on:

- volume of applications
- the complexity of the project
- completeness of the application, including compliance with the applicable Zoning Bylaws and other bylaws and the current edition of the BC Building Code

Prior to issuance

Following the submission of the building permit but prior to issuance, additional items or inspections may be required.

- If tree removal is required, a Tree Removal/Cutting permit may be required prior to issuance of the permit. Refer to tol.ca/treeprotection for more information and tree removal/cutting application and tree cutting/removal declaration forms (not required for lands located in the ALR).
- No deposit of fill, excavation, erection, alteration, enlargement, repair, removal, or demolition of any building or structure, or part thereof, shall be commenced or undertaken without first obtaining a permit from the Permits, Licences and Inspections division.

Inspections

The following activities must occur during the duration of construction:

- Inspections must be requested by the owner, builder or the agent.
- An inspection must be requested prior to beginning any construction to confirm tree protection fencing and on-site siltation control measures are in place.
- All work being inspected must be complete and ready prior to inspection.
- Work must not proceed past any of the stages listed without prior clearance.
- The street address and permit card must be posted in a visible location on the site.
- The approved permit drawings and prior inspection notices are to be available on-site for all inspections.

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