



## **Town of Fort Mill Retaining Wall Plan Review Checklist**

**Please use this checklist to ensure all necessary paperwork is submitted for plan review of retaining walls 4 ft. high or taller (Measured from the bottom of the footing to the top of the Retaining Wall).**

Please submit any question for plan review to: [developmentcenter@fortmillsc.gov](mailto:developmentcenter@fortmillsc.gov)

**Construction Drawings with SC Engineer Seal: This is a separate permit from the Site/Civil submittal.**

- Plan Submittal Form
- Building Permit Application
- Site Plan - Show location of all retaining walls on site (with labeling to establish which wall ins being permitted). Show all easements and right-of-ways.
- Geotechnical Report (Copy)
- Index of drawings and contact list of all parties including engineer, property owner, etc...
- Structural drawings and details showing geogrid
- Guardrail detail

**Schedule of Special Inspections: Digital**

- Statement of Special Inspection – Special Inspection Form
- Statement of Special Inspection – Design Professional Responsibility Form
- Statement of Special Inspection – Contractor Responsibility Form
- Statement of Special Inspection – Special Inspector List

**After the plan has been approved please provide the following:**

- 5 Paper Copies of the Approved Plans to be stamped.

**The engineer of record for the project, general contractor and all subcontractors must have a Town of Fort Mill Business License before they can obtain permits or plan approval.**

**All form can be found on the Town of Fort Mill Web Site**

*Submittal Requirements: Retaining Wall Plan Review Check List (Formatted July 1,2020)*

**P.O. BOX 159 • 200 TOM HALL STREET • FORT MILL, SC 29715**

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