



## Town of Fort Mill Policies and Procedures (Building Inspection Division)

**Effective Date: 8-1-2019**

### **Retaining Wall Inspection Procedure**

Please use this procedure to ensure all required Retaining Wall Inspections have been completed. Each wall or sections of retaining wall will be required to be permitted separately. Retaining Wall 4ft. high or taller (Measured from the bottom of the footing to the top of the Retaining Wall) will be required to be permitted and must be Third Party Special Inspected.

A folder with a printed copy of ALL Third-Party Special Inspection results shall be required to be on site till the completion of this project. The approved copy of the plans shall be on site for ALL TOFM inspections.

**Please E-mail ALL inspection request to: [inspections@fortmillsc.gov](mailto:inspections@fortmillsc.gov).** Your Inspection request must include: Lot #, Address, Permit #, Wall Designation, Contractor, Contact Person & Contact #.

**Footing Inspection (Retaining Wall)** – Town of Fort Mill (TOFM), Third-Party Special Inspection (SI): This inspection will be performed as per the Approved Stamped Plans (ASP). (Please have a copy of all the (SI) Footing Inspection results on site for this inspection). The copy of the ASP shall be on site for ALL TOFM inspections.

**Geogrid Inspection (Retaining Wall)** – Town of Fort Mill (TOFM), Third-Party Special Inspection (SI): Every level of geogrid (As shown on the approved plans) shall be required to be SI as per manufactures best construction practice method. At least one (1) or more mid-level (No more than 48" lifts) inspections of Geogrid installation shall be required to be field verified as per plan by the TOFM Inspection Department. A copy of ALL Geogrid Inspection results from the SI should be e-mailed to the Town of Fort Mill with-in 24 hours of the inspection for verification by Town of Fort Mill staff.

**Final Inspection (Retaining Wall)** – Town of Fort Mill (TOFM), Third Party Special Inspection: This inspection is when the permitted Retaining Wall is complete and ready for inspection (All required Guard Rails/Safety Devices must be installed for this inspection) and the SI Summary Letter along with Engineer Certification Letter is complete and on site for the Final Inspection.

**Only after ALL Final Inspections have been completed and a copy of the Special Inspection Summary Letter along with Engineer Certification Letter has been provided and approved, can the permitted Retaining Wall be accepted. At this point the Retaining Wall permit will be marked as complete.**

*Submittal Requirements: Retaining Wall Inspection Procedure (Formatted July 1,2020)*

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

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