

Planning & Development Dept. - Permit Application Center
P.O. Box 11706, or 155 Johnston Street
Rock Hill, South Carolina 29731-1706
Phone: 803-329-5590 FAX: 803-329-7228
www.cityofrockhill.com



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.

Submit this required information for plan review:

- Construction Drawings with SC Engineer seal:
 - Site Plan - Show location of all retaining walls on site
 - Index of drawings and contact list of all parties including engineer, property owner, etc.
 - Structural drawings and details
 - Guardrail detail

- Schedule of Special Inspections
(<http://www.cityofrockhill.com/Home/ShowDocument?id=4549>)

- Statement of Special Inspections Forms
(<http://www.cityofrockhill.com/Home/ShowDocument?id=2245>)

- Plan Submittal Form (<http://www.cityofrockhill.com/Home/ShowDocument?id=3578>)

- Geotechnical Report may be required depending on the complexity of the walls.

After the plan is approved submit the following:

- Building Permit Application
- 2 Paper Copies of the Approved Plans

The engineer of record for the project, general contractor and all subcontractors must have a City of Rock Hill Business License before they can obtain permits or plan approval.