



## **RETAINING WALL / ROCKERY COMMUNITY DEVELOPMENT**

806 WEST MAIN STREET • MONROE, WA 98272  
City Hall 360.794.7400 • Fax 360.794.4007

### **INSTRUCTIONS**

Below is a checklist of items that must be submitted as part of your application for a retaining wall / rockery review. Below outlines the minimum information that must be provided on your plan sheets.

If you have any questions about what is required, or if you would like to schedule a pre-application meeting, please call the Community Development Department at 360.863.4527.

### **SUBMITTAL CHECKLIST**

- Completed Combined Permit Application
- Stamped, Engineered plans
- Structural Calculations
- Stormwater Pollution Prevention Plan (SWPPP) meeting the requirements of the MMC 15.01, including temporary erosion and sedimentation control.



Community Development
Permit Division

806 West Main Street, Monroe, WA 98272
Phone (360) 794-7400 Fax (360) 794-4007
www.monroewa.gov

FOR OFFICE USE ONLY
PERMIT FILE #
APPLICATION #
SEPA #

COMBINED PERMIT APPLICATION

PERMIT SUBMITTAL HOURS
MONDAY - FRIDAY 8:00 - 12:00 / 1:00 - 5:00

Building Operations Fire Land Use
[ ] Basic SFR [ ] Engineering Review [ ] Fire Alarm [ ] Type I Permit
[ ] Commercial T/I [ ] Fencing [ ] Fire Sprinkler [ ] Type II Permit
[ ] Demolition [ ] Grading [ ] High Piled Storage [ ] Type III Permit
[ ] Garage/Carport [ ] Retaining wall [ ] Hood Suppression [ ] Type IV Permit
[ ] Mechanical [ ] Rockery [ ] Operational [ ] See permit types listed on
[ ] New Construction (Commercial/Residential) [ ] Right-of-Way Disturbance [ ] Spray Booth attached form
[ ] Plumbing [ ] Utility Service [ ] Tents & Canopies [ ] Other
[ ] Racking [ ] Other [ ] Other
[ ] Residential Remodel
[ ] Other

NOTE: All required Electrical Permits will be issued by the Dept. of Labor & Industries.

THIS APPLICATION WILL NOT BE ACCEPTED WITHOUT COMPLETED SUBMITTAL REQUIREMENTS

Site Address or Property Location:

Size of site (acre/square feet):

Assessor's Tax Parcel Number (14 digits):

Applicant: Phone # ( )

\*Signature: Printed Name:

Mailing Address: Fax # ( )

City State Zip E-mail

Property Owner: Phone # ( )

\*\*Signature: Printed Name:

Mailing Address: Fax # ( )

City State Zip E-mail

Attach a separate sheet for additional property owners/additional addresses

\*Applicant: By your signature above, you hereby certify that the information submitted is true and correct and that you are authorized by the property owner(s) to act on their behalf.

\*\*Property Owners: by your signature above, you hereby certify that you have authorized the above applicant to make application on your behalf for this application.

## Combined Permit Application - Page 2

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A retaining wall or rockery permit is required before constructing a retaining wall or a rockery. Some exemptions may apply (see IBC 105.2 #4).

Description of project:

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Retaining Wall or Rockery Cost (valuation of project) \$ \_\_\_\_\_

Engineer name \_\_\_\_\_

Company \_\_\_\_\_ License Number \_\_\_\_\_

Address \_\_\_\_\_

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Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

Contractor/Contact name \_\_\_\_\_

Company \_\_\_\_\_ License Number \_\_\_\_\_

Address \_\_\_\_\_

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Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

Additional Information:

- Special inspections are required for retaining walls and rockeries.
- A grading permit may also be required for the retaining wall or rockery project, even if an exemption applies to the retaining wall or rockery.
- If a grading permit is needed, a SEPA determination may also be required. Please contact the City of Monroe Planning Department.