

V-ditch, creek, storm drain collection system or box. Drainage cannot flow across someone else's property without that property owners written permission. Written permissions are required to be recorded on the property records of both properties so that future owners will know of this agreement and use of each other property. Proof of recordation will be required before a final will be given.

- 7) Slopes behind a retaining wall once they have been brought up to grade shall not exceed a 2 to 1 slope angle that means that for every foot in rise there needs to be two feet of angled slope. Slopes also need to be stabilized - that means protected to prevent erosion. This could be using jute netting, hydro seeding or planting.
- 8) Final Inspection once all work described on the plans, specifications, manufactures guidelines, etc. has been completed is required.

LOCATION TO PROPERTY LINE

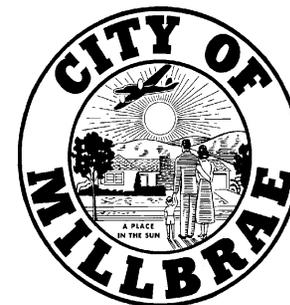
Retaining walls shall not be built over property lines without the expressed written approval of the adjoining property owner, this includes the City of Millbrae.

Written permission is required to be recorded on the property records of both properties so that future owners will know of this agreement and use of each other property. Proof of recordation will be required before a final will be given.

Most front property lines are 5' behind the sidewalk or up to 10' behind a curb.

Retaining walls built in the front yards will not be allowed to be built over utilities that may be buried in the planting strip between sidewalk and curb or behind the sidewalk.

The City of Millbrae Engineering Department may allow encroachments onto city land by way of a revokable encroachment permit. A revokable encroachment permit means that we the city or any other utility can remove the retaining wall and any other improvements at the property owners expense and we /they do not have to replace the wall or other improvements.



How to get a Retaining Wall Permit

City of Millbrae
Community Development Dept.
Building Division
621 Magnolia Ave.
Millbrae, Ca. 94030
650-259-2330
650-697-2657

Website: www.ci.millbrae.ca.us

Is a permit required?

Any retaining wall at least 2' measured from the bottom of the footing to the top of wall requires a permit.

Retaining walls 3' or more above the lowest grade surface are required to be engineered in addition to a permit.

These rules are different than the building code which exempts these types of walls, The City of Millbrae has removed these exemptions and requires a permit for almost every retaining wall.

There are many types of retaining walls they include,

Wood post and lagging (boards)
Steel I beams and lagging
Poured concrete
Concrete Block
Stacking block systems
Sheet piling
Shot Crete

Each of these types of wall systems has a unique way that they are constructed. As part of the permitting process there is a requirement for plans, calculations and construction details for the retaining wall your are building.

What is needed on the plans?

- 1) A plot plan showing the location of the retaining wall(s) in relation to the property, structures, property lines.
- 2) Cross section details of the wall.
- 3) Drainage behind the wall. Type, location, where will it terminate.
- 4) Written description or scope of work.
- 5) Structural Calculations for walls over 3 feet tall.
- 6) Material or manufacturers installation guides, recommendations
- 7) Soils reports are only required when There are know soils problems, in a fault zone, or were there is weak soil conditions. The ultimate decision if a soils report is required is up to the Building Official.

PW Engineering requires peer review of all soils reports. Contact Engineering Department at 650-259- 2339 for their specific requirements.
- 8) 3 sets of plans, soils reports, calculations, guidelines / installation materials.

- 9) Obtain a permit once the plans and specifications have been approved.

What kind of Inspections do I need?

- 1) Pier holes depth and steel for cason or post type footings.
- 2) L type footings need steel and form inspection. Steel stub-ups for the wall should be part of this inspection.
- 3) For stacking block - the first two (2) layers on the gravel base.
- 4) Once the footings are poured on cason or L type footings then its time for the wall steel inspection. the rebar should be in place both vertically and horizontally. Both form boards should be in place and ready to pour.

Post and lagging can continue to completion.
- 5) Inspection of any electrical or plumbing other than drainage.
- 6) Inspection of wall drainage and water proofing is the next step before backfilling with rock. Once the water proofing and drainage piping has been approved then the wall can be backfilled with rock or dirt depending on what the plans call

for as backfill. Drainage piping
must be ran to an approved storm
drain - NOT the sewer line.
The curb face,