



DuPage County Building & Zoning Department

Building Division

RETAINING WALLS/SEAT WALLS



The following are guidelines and requirements to assist when installing a **retaining wall or seat wall**. This information is provided to identify minimal requirements in the County's adopted Building Code and Zoning Ordinance. These guidelines are not all inclusive, but cover the most critical requirements involved in this type of project. Feel free to contact our department if you have further questions.

Requirements to submit: (must be submitted in person) approximate review time – 8-15 business days

1. Application form for accessory structures - Type I
2. Non-refundable application fee
3. Plat of Survey
4. Construction detail/brochure on landscape blocks
5. Trust Disclosure form for properties in a trust

-
1. The [Type I application](#) form shall be filled out completely. The owner's name, address and phone number, site address if different, cost of proposed work, whether the property is on water/sewer or well/septic, contractor's name and registration number (all contractors doing work in the unincorporated areas of DuPage County must be registered with our department prior to permit issuance), signature of owner.
 2. A non-refundable application fee will be required – this portion of the fee is credited toward the final permit fee (reference the [Schedule of Fees](#) for specifics), a Drainage Review fee and a Health fee if the property is on well and/or septic. If payment is by check a separate check will be necessary to pay the Health review fee portion. We accept exact cash, checks or Master Card and Visa.
 3. Provide 6 copies of the scalable Plat of Survey with the retaining wall drawn to scale in the exact proposed location with dimensions and dimensions to the nearest lot lines. The survey must show all existing structures with the Illinois Licensed Land Surveyor's seal and signature visible. According to the Building Code the scales accepted are 1"=10', 1"=20' or 1"=30'. Reduced/enlarged copies **WILL NOT** be accepted.
 4. Provide 2 copies of construction detail on the wall or brochure if using the landscape blocks.
 5. For any property that is in a trust (bank or trust company) will need to have the [Trust Disclosure](#) form **completed by the trust company** stating the beneficiary of the trust.

Requirements at permit issuance:

6. Utility Easement form
7. Drainage Easement Agreement form
8. Owner Authorization form if applicable
9. Entrance permit
10. Fees
11. Performance Bond
12. Contractor Registration

-
6. For retaining walls located in any part of a drainage/utility easement a [notarized affidavit](#) will be required. This gives the applicant the responsibility to contact the utility companies that are in that easement so they are aware of a structure being installed in that easement.
 7. Also for retaining walls located in any part of a drainage and utility easement a [Drainage Easement Agreement](#) must be filled out and any individual on the deed of the property will need their signature notarized.
 8. A notarized [Owner Authorization](#) form is required if the owner of the property did not sign the application form.
 9. Prior to permit issuance an [Entrance Permit](#)/bond receipt from whoever maintains the roadway (Township Highway Commissioner, Du Page County Department of Transportation, Illinois Department of Transportation or municipality). If a bond is required it is to protect their right-of-way and culvert area.
 10. [Permit fees](#) are due at the time of issuance. We accept exact cash, check or Master Card and Visa. (The application fee will be credited toward the final permit fee)
 11. The [Performance Bond](#) insures code compliance and is included in your permit fee. This portion of the fee is fully refunded once the final inspection has been approved.
 12. All [contractors](#) working on the project are required to be registered with DuPage County Building Division and must be current when the permit is issued.

Zoning Requirements: All Residential Zoning Districts: (Ordinance Sections: R-1: 37-701, R-2: 37-702, R-3: 37-703, R-4: 37-704; R-5: 37-705, R-6: 37-706, R-7: 37-707):

Retaining Walls in all yards shall be setback at least 1 foot from all property lines.

Non Residential Zoned: Please contact the Zoning Section at 630-407-6700

Drainage Requirements:

Retaining walls twenty-four (24) inches or more in height will require the certification of an Illinois Registered Structural Engineer or Architect. Manufacturer's specification sheets will need to be provided on those wall sections that are pre-made (e.g. inter-locking wall system). The required certification may be required for asbuilt approval. **Disclaimer:** If there are any special management areas (including any of the following; floodplain, wetland and wetland buffer) on the property additional permit requirements may be needed. See Sec.8-128.2 of the County's Building Code for Minimum Plan Requirements.

- Pursuant to 8-128.2.E of the Building Code, any development in the floodplain must obtain an Elevation Certificate. Where a development, structure or property has substantial damage, has or will have substantial improvement or is the subject of repetitive loss regulations, the development, structure or property shall comply with the requirements of the Building Code and the DuPage County Countywide Stormwater And Flood Plain Ordinance, which includes the need to obtain an Elevation Certificate. (Ord. No. DC-O-0030-15, 8-11-2015)
- The FEMA 2015 Elevation Certificate is available from FEMA (<https://www.fema.gov/media-library/assets/documents/160>). It is a fillable PDF form.

Minimum Building Plan Requirements:

Top and bottom elevations of the proposed retaining wall, along with a cross-section detail for the proposed design. Walls twenty-four inches (24") or more in height require the certification of a registered Illinois architect or structural engineer. Manufacturer's specification sheets are required for walls that are pre-engineered (e.g. pre-cast inter-locking wall system, etc.) Depending on the type of wall system, height, etc. the above certification may also be required, along with as-built drawings of the installation.

Inspections: (a minimum of 24 hours advance notice required for inspection scheduling) Please contact the Building Division at 630-407-6700 to schedule an inspection. (Where no work has been started within 90 days after the issuance of a permit, or when more than 90 days lapses between required inspections, such permit shall be void. No work shall commence prior to issuance of permit).

Feel free to contact our office if you have any questions regarding the permit or inspection process at 630-407-6700. The office location is 421 N. County Farm Road, Wheaton, IL 60187. You can visit our web site at www.dupageco.org/building.

CALL BEFORE YOU DIG – CONTACT [J.U.L.I.E.](http://www.j.u.l.i.e.org) - 1-800-892-0123 FOR UNDERGROUND UTILITY LOCATIONS