

**CITY OF SANTEE  
DEPARTMENT OF DEVELOPMENT SERVICES**

**"HOW TO" LIST FOR RETAINING WALL GRADING PERMITS  
FOR  
EXISTING SINGLE FAMILY RESIDENCE\***

\* Specific questions regarding grading plan submittals should be directed to the Department of Development Services at (619) 258-4100, ext. 167.

**Q. I. WHAT PERMIT IS REQUIRED FOR A RETAINING WALL?**

1. If the wall is within 5 feet of the property line a **GRADING PERMIT** is required. Typically the street right-of-way is ten feet from the face of curb. (Grading Ordinance)
2. If the wall is 3 feet or taller (measured from the top of the footing) a **GRADING PERMIT** is required. (Grading Ordinance)
3. If the wall is to be constructed in any officially mapped zone of high geologic risk (Zone "C" and "D") as defined by the geotechnical/seismic study for the General Plan, a **GRADING PERMIT** is required. (Grading Ordinance)
4. If the property is located within the hillside overlay district as defined by the Zoning Ordinance a **GRADING PERMIT** is required.
5. There are many other circumstances when a **GRADING PERMIT** is required. Contact the Engineering Division at (619) 258-4100 ext. 167 for further information.
6. Other requirements as defined by Chapter 15.58.070 of the Santee Municipal Code a **GRADING PERMIT** is required.
7. If the wall is neither one of the above conditions, a **BUILDING PERMIT** may be required. Contact the Building Division at (619) 258-4100 ext. 155.

**If no Grading Permit is required a Building Permit from the Building Division will be required under the following circumstances:**

8. If the wall is retaining any slope other than a level backfill equal to the height of the wall. A three foot wall must have at least three feet of level area behind it. (California Building Code)

9. If the wall is supporting a surcharge of any kind. A three foot wall installed within three foot of a structure such as a house will have a surcharge from that structure. A three foot wall within three feet of a driveway will have a surcharge from the vehicles that park on the driveway. (California Building Code)
10. If the wall is used to impound flammable liquids. (California Building Code)

**Additional considerations:**

11. If the height of the wall measured from the finished grade at the base of the wall to the top of the wall is greater than 42 inches, a fence or safety railing of at least 42 inches high is required at the top of the wall. (California Building Code)

**Q. II. WHAT STANDARD DOES THE RETAINING WALL NEED TO BE BUILT TO?**

1. San Diego County Regional Standards, latest edition, or
2. Retaining walls designed by a licensed Civil Engineer accepted by the Director of Development Services.
3. All retaining walls, masonry block, Keystone\*, concrete or other, regardless of height must be properly engineered and designed to resist lateral earth pressures and hydrostatic pressures. Design shall include a minimum safety factor of 1.5 for overturning and 1.5 for sliding. San Diego Regional Standard Drawings C-1 through C-8 are available for higher wall heights meeting the design assumptions and restrictions. All other walls shall be accompanied by a design engineers report with supporting calculations and soils report that demonstrate the adequacy of the design.

For Keystone walls installed in accordance with City of SAN DIEGO MP #394925 MASTER PLAN #45 prepared by Dayanand P. Bettadapura for RCP Block and Brick in Type 4 soil per California Build Code Table 1806.2, a soils report that documents the soil type is required. No additional engineering design calculations are required.

\* Registered trademark

**Q. III. HOW DO I APPLY FOR A GRADING PERMIT?**

1. Complete a grading permit application using a ball-point pen. (sample attached – see page 6)
2. Draw a plot plan. (See Section Q. IV. – see pages 4 and 5)
3. Draw a retaining wall cross section showing adjacent structures. (sample attached – see page 8)
4. Pay plan check fee estimated by the Development Services engineer.
5. Provide any other additional data or information requested by the Development Services engineer.
6. Submit all items listed above and provide this completed check list as part of the initial submittal.

**NOTE: RETAINING WALLS VISIBLE FROM ANY PUBLIC PLACE SHALL BE DESIGNED WITH ANTI-GRAFFITI SURFACES AS REQUIRED BY CITY ORDINANCE NO. 311.**

**Q. IV. HOW DO I DRAW A PLOT PLAN? (sample attached)**

- \_\_\_\_\_ Draw on City title block 11 inch by 17 inch handout
- \_\_\_\_\_ **Draw to Engineer's scale only** (i.e. 1 inch = 10 feet or an appropriate scale) **DO NOT** use Architect's scale (i.e. 1/16 inch = 1 foot). Call the Engineering Division at (619) 258-4100 ext. 167 if you are not sure which scale would be appropriate.
- \_\_\_\_\_ Draw in pencil legible using a straight edge
- \_\_\_\_\_ Draw property lines with dimensions
- \_\_\_\_\_ Show all easements which encumber the property
- \_\_\_\_\_ Indicate right-of-way set-back from curb line
- \_\_\_\_\_ Draw and label all existing structures, drainage improvements, and utilities on-site and off-site
- \_\_\_\_\_ Indicate set-backs from structures to property line
- \_\_\_\_\_ Draw neighboring property structures with set-back dimensions
- \_\_\_\_\_ Draw location of proposed retaining wall with height and standard drawing number indicated
- \_\_\_\_\_ Show existing slopes with vertical and horizontal lengths
- \_\_\_\_\_ Indicate steps in wall and footing
- \_\_\_\_\_ Indicate location of vertical control and expansion joints in accordance with San Diego Regional Standard Drawing C-7 (masonry walls only)
- \_\_\_\_\_ Show north arrow with scale used
- \_\_\_\_\_ Indicate map number, lot number and Assessor's Parcel Number
- \_\_\_\_\_ Draw section view of retaining wall adjacent to a structure (sample attached)
- \_\_\_\_\_ Indicate general notes and special notes provided
- \_\_\_\_\_ Complete Title Block with purpose of grading, owner's name, street address of site, and phone number.
- \_\_\_\_\_ Indicate type of Graffiti Prevention provision to be used where wall is visible from any public place.

FOR YOUR USE:

GENERAL NOTES:

1. INSPECTION SHALL BE REQUIRED IN ACCORDANCE WITH THE STANDARD DRAWING INDICATED ON ACCEPTED PLANS.
2. RETAINING WALL SHALL BE CONSTRUCTED IN ACCORDANCE WITH THE STANDARD DRAWING INDICATED ON ACCEPTED PLANS.
3. UNDERGROUND SERVICE ALERT SHALL BE NOTIFIED AT 1-800-422-4133 TWO DAYS PRIOR TO EXCAVATION.
4. THE SITE SHALL BE MAINTAINED OPEN FOR CITY INSPECTION AT ALL TIMES DURING CONSTRUCTION AND AT OTHER TIMES UPON REASONABLE DEMAND BY THE CITY.

SPECIAL NOTES:

1. RETAINING WALL SHALL BE MAINTAINED FREE OF GRAFFITI BY CITY ORDINANCE NO. 311.
2. GRAFFITI PREVENTION PROVISIONS SHALL BE USED AS INDICATED ON ACCEPTED PLANS.

# GRADING PERMIT

CITY OF SANTEE  
DEPARTMENT OF DEVELOPMENT SERVICES  
ENGINEERING DIVISION  
10601 MAGNOLIA AVENUE  
(619) 258-4100 x 168

PERMIT NO.: **G -**

EFFECTIVE DATE:

EXPIRATION DATE:

(FOR APPLICANT TO COMPLETE)

(FOR CITY USE ONLY)

Legal Desc:					<b>FEEES</b>			
Assessor's Parcel No.:						Amount	Date	
Site Location:					Plan Check			
Geotechnical Zone    A    B    C    D					Inspection			
Total Grading:                    Import/Waste:					Geotechnical Review			
Proposed Use of Graded Site:					3 <sup>rd</sup> Party Review			
					Illegal Grading			
					Drainage Easement			
					Other			
<b>PROPERTY OWNER / PERMITTEE</b>					<b>SECURITIES</b>			
Name(s):						Amount	Date	
Address:					Grading Bond			
City:		State:		Zip:	Grading Cash Deposit			
Phone:(    )					Erosion Control Bond			
<b>APPLICANT / AGENT</b>					Erosion Cash Deposit			
Contact:					<b>PROJECT INFORMATION</b>			
Business Name:					Final Grading Estimate:			
Address:					Final Erosion Control Estimate:			
City:		State:		Zip:	Plan Acceptance Date:			
Phone:(    )                    Fax:(    )					Drawing Numbers:			
<b>ENGINEER OF WORK</b>					Other Permits:			
Contact:								
Business Name:								
Address:					<b>INSPECTION</b>			
City:		State:		Zip:	Type	Date	Signature	
Phone:(    )                    Fax:(    )					Rough Grading			
<b>SOILS ENGINEER</b>					Pad Certification			
Contact:					Compaction Report			
Business Name:					Utility Backfill Report			
Address:					As-Built			
City:		State:		Zip:	Final			
Phone:(    )                    Fax:(    )					<b>Inspector:</b>		<b>Ext.</b>	
<b>CONTRACTOR</b>					<b>SPECIAL CONDITIONS</b>			
Contact:					Supervised Grading (>5,000 CY)		Yes	No
Business Name:					Structural Fill		Yes	No
Address:					Special Conditions:			
City:		State:		Zip:				
Phone:(    )                    Fax:(    )								
State Contractor's Lic. No.:								

I as the property owner ("Permittee") hereby acknowledge and agree to the conditions and/or restrictions placed on this grading permit and as outlined in Chapter 15.58 of the City of Santee Municipal Code, and as contained in the approved report(s) and will insure that all contractors, subcontractors, employees, agents and consultants are also knowledgeable of the same. I further guarantee that the proposed work will be constructed in accordance with the approved plans and specifications and with the requirements of this permit and said Municipal Code. I also hereby grant to the City a right of entry and agree to indemnify the City pursuant to Municipal Code Section 15.58.190.

This Agreement made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, by and between the City of Santee, a municipal corporation, and the Permittee. Whereas, as conditions contained in this grading permit, Permittee has read, understand and agree to the terms of said permit.

**PERMITTEE**

Signature of Property Owner: \_\_\_\_\_

**CITY OF SANTEE**

Issued by: \_\_\_\_\_ Title: \_\_\_\_\_

(For Assigned Inspector See the Inspection Section of Permit)

# SAMPLE ONLY

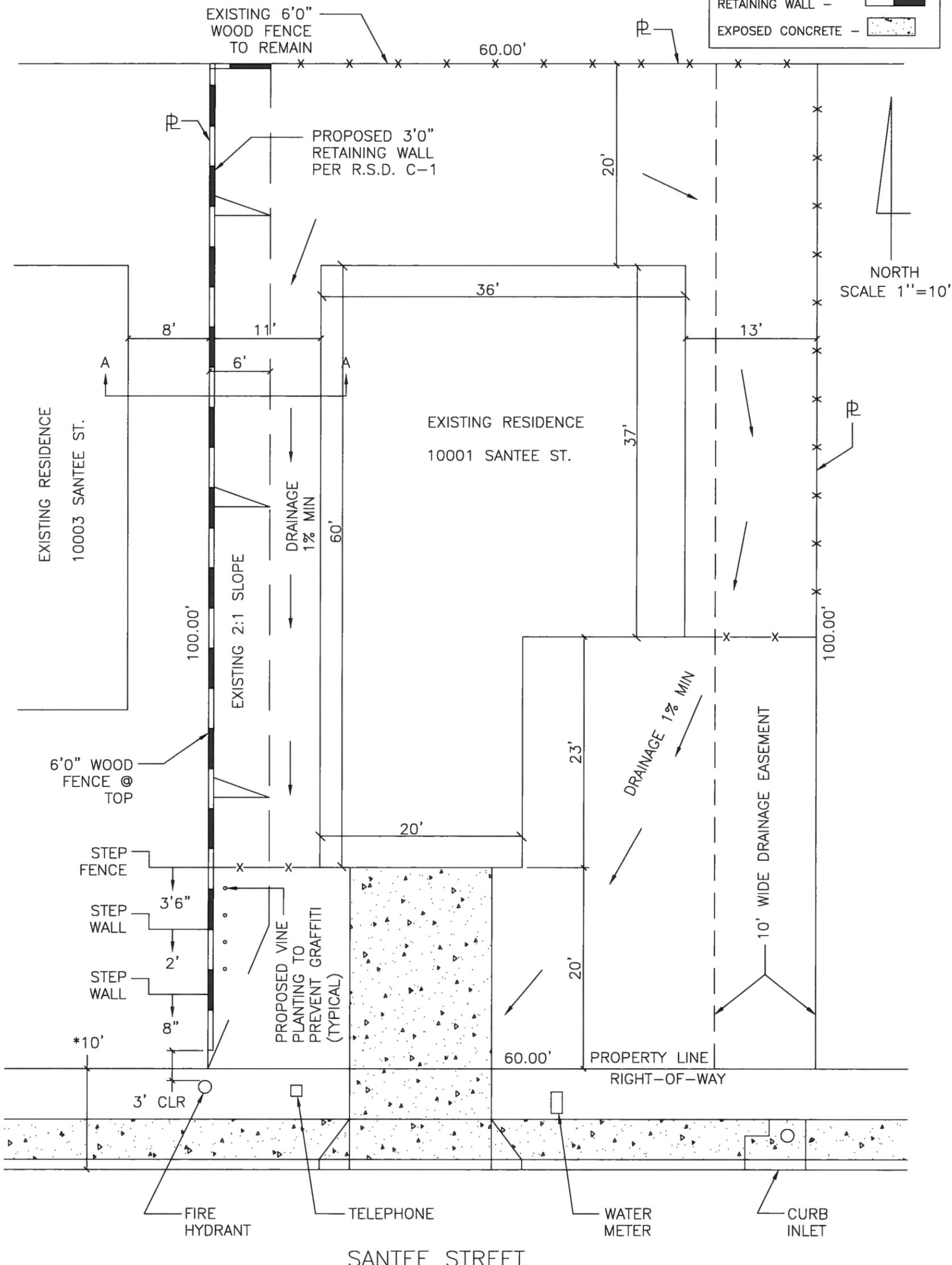
**LEGEND**

FENCE -

SLOPE -

RETAINING WALL -

EXPOSED CONCRETE -

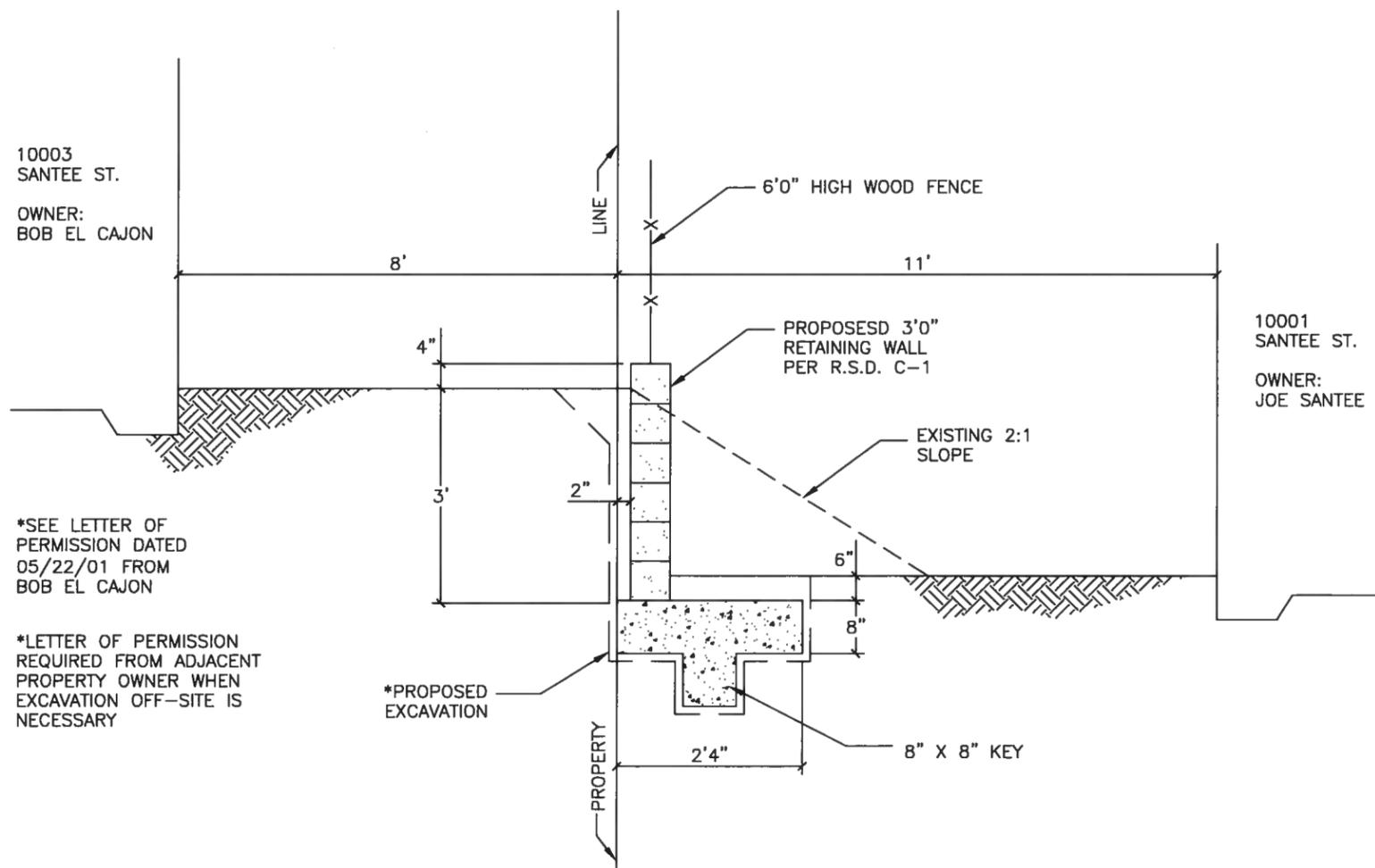


LEGAL DESCRIPTION  
 LOT 1 OF MAP 1234  
 A.P.N. 381-456-12

\* VERIFY SETBACK WITH THE DEPARTMENT OF DEVELOPMENT SERVICES

ACCEPTED _____ BY _____ ENGINEERING DIVISION	<b>CITY OF SANTEE</b> DEPARTMENT OF DEVELOPMENT SERVICES	<b>PERMIT NO.</b>
	PLANS FOR: A RETAINING WALL AT 10001 SANTEE STREET.	
OWNER: JOE SANTEE	PHONE NO.: 258-4130	SHEET 1 OF 2

# SAMPLE ONLY ATTACHMENT "B"



**SECTION A-A**  
NOT TO SCALE

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ACCEPTED _____	<b>CITY OF SANTEE</b> DEPARTMENT OF DEVELOPMENT SERVICES	<b>PERMIT NO.</b>
BY _____ ENGINEERING DIVISION	PLANS FOR: A RETAINING WALL AT 10001 SANTEE STREET.  OWNER: JOE SANTEE	PHONE NO.: 258-4130
		SHEET 2 OF 2

### Approved Anti-Graffiti Coatings

Anti-graffiti coatings shall be permanent non-sacrificial coatings. Material to be protected shall be prepared in accordance with manufactures specifications. Typically a minimum of two coats are required.

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Suppliers:

Manufacturer: Sinclair Paint Company  
6100 South Garfield Avenue  
Los Angeles, CA 90040

(323) 888-8888

Prime coat – CLA5-9 Translucent Acrylic Emulsion (concrete and masonry - 1 coat)  
PA72 Corrosion Resistant Primer (metal – 1 coat)

Protective coat – UR22 Polyurethane Gloss Enamel (2 coats)

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Suppliers: Vista Paint  
1220 N. Magnolia Avenue  
El Cajon, CA 92020

(619) 588-7755

Frazee Paint

Sherwin Williams

Manufacturer: Monopole Inc.  
4661 Alger Street  
Los Angeles, CA 90039

(818) 500-8585

Prime coat – Monochem Aquaseal (concrete and masonry – 1 coat)

Protective coat - Perma Shield Permanent (2 coats)

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Suppliers:           Protective Coatings Inc.  
                          10744 Rockvill Street, # 108  
                          Santee, CA 92071  
  
                          (619) 596-2775

Manufacturer:       Graffigone

Protective coat - Perma Seal   (3 coats)  
                          - Perma Seal X (1 to 2 coats)

or

Protective coat – VVP-10 (2 coats)