RETAINING WALLS/SEAT WALLS

Permits are submitted online at the following link:


Here 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.

You will be creating a profile in our Accela portal – a non-refundable application fee is required at the time you complete the permit submittal and the documents below will need to be downloaded to complete the application process

1. Plat of Survey – possible BMP’s (Best Management Practices)
2. Construction detail/brochure on landscape blocks (sample drawings below)
3. Trust Disclosure form for properties in a trust

Requirements for permit issuance:

4. Utility Easement form
5. Drainage Easement Agreement form
6. Entrance permit
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. 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.

9. **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)

10. 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.

11. 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.


**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 as-built 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](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.
The following are sample drawings of various wall cross sections for retaining walls.
**Typical Cross Section**

**Brussels Dimensional Stone**

**Benchwall/Sitting Wall**

Max Height 30°

Soil

Concrete Adhesive Between Layers

Pavers

Compacted Granular Base

**Sample drawing**

1. **Brick**
   - Same as House Brick

2. **Note**: New gate will be identical to existing one
Segmental Wall Typical Cross Sections

**BRUSSELS DIMENSIONAL STONE®**

![Diagram of Brussels Dimensional Stone](image)

All joints must be adhered with Unilock Concrete Adhesive. Base preparation may vary according to soil and climate conditions.

**DURA-HOLD®**

![Diagram of Dura-Hold](image)

**ESTATE WALL®**

**TYPICAL RETAINING WALL CROSS SECTION**

![Diagram of Estate Wall](image)

Curved walls or steps can be constructed from a 48" outside radius when using all three sizes. A 38" radius can be constructed using only the small wall units or a 43" radius using both the small and medium wall units.
**TYPICAL WALL CROSS SECTIONS**

- Olde Quarry Coping Unit
- Unilock Adhesive
- Olde Quarry Standard Unit
- PVC Inserts
- Retained Soil
- Drainage Layer
- Filter Fabric
- Perforated Drain with Filter Sock
- Compacted Granular Base
- Native Soil

**TYPICAL SEAT-WALL CROSS SECTIONS**

- Olde Quarry Coping Unit
- Unilock Adhesive (between all units)
- Olde Quarry Wall Unit
- Grade
- Compacted Granular Base
- Foundation Soil

**TYPICAL OUTSIDE RADIUS**

- Curved walls or steps can be constructed from a minimum 36" outside radius when using all three sizes. A 27.5" radius can be constructed using only the small wall units or a 32.5" radius using both the small and medium wall units.

**TYPICAL PILLAR CROSS SECTIONS**

- Lamp (Optional)
- Architectural Cap or Olde Quarry Corner Units
- Unilock Adhesive (TYP)
- Olde Quarry Corner Unit
- Max. pillar height 30"
- Grade
- Min. 2 courses below grade
- Precast or poured concrete slab
- Lamp post (min. 39" below grade)
- Well compacted granular base as required for frost protection

**TYPICAL CORNER INSTALLATION**

- Corner Detail
- Solid Wall for seat walls
- Open-back wall for gardens, etc.

*Note:* This pillar is constructed completely with Olde Quarry corner units.
TYPICAL CORNER

First Course

Second Course

TYPICAL RADIUS

Minimum outside radius: 29"

Minimum Inside radius: 21"

SIENA STONE®

STACK STONE®
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 180 days after the issuance of a permit, or when more than 180 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. - 1-800-892-0123 FOR UNDERGROUND UTILITY LOCATIONS