

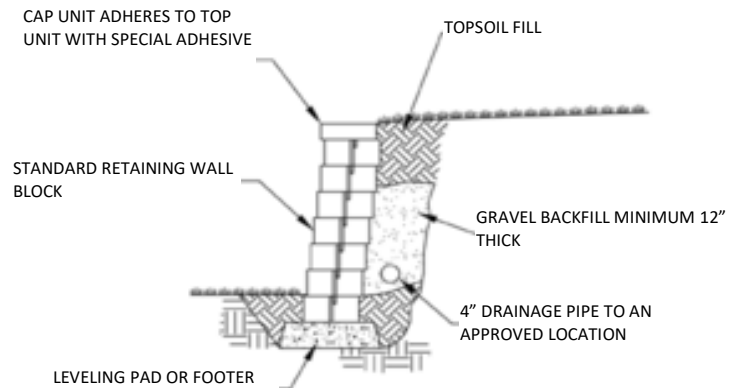


**PERMIT PROCEDURE FOR RETAINING WALLS 2 feet TO 4 feet IN HEIGHT**

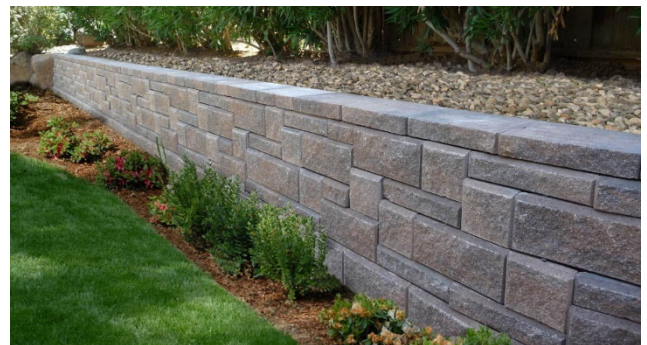
New build, replacing or relocating requires a permit

**Before applying for a permit please read and submit all the following items for review:**

- **Grading permit application** (filled out in its entirety)
- **Two (2) copies of a current to-scale property survey** — showing property lines, yard offset dimensions, rights-of-way and all applicable accessory structures. Survey shall have the surveyor’s name and seal. A typical to-scale property survey is on 8½”x14” (legal size) paper. Photos or distorted surveys will not be accepted. The proposed location of the new or replacement retaining wall should be shown on the survey.
- **Two (2) copies of PRODUCT INFORMATION and CONSTRUCTION DETAILS:**
  - Walls must be entirely on your property and shall not encroach upon a right-of-way and/or easements.
  - Walls must be at least five (5) feet from the side and rear lot lines.
  - Location, length, and height of wall. If the height of the wall varies, provide the range of heights.
  - Wall materials. If it is a pre-engineered product, provide the specifications for the product and your specific project.
  - For materials allowed for free-standing or retaining walls, see Chapter 20 sections 703.2.6 & 703.2.7
  - If at any point the wall is above four (4) feet in height, a building permit will be required and engineered stamped drawings will need to be provided.



TYPICAL RETAINING WALL SECTION 2FT TO 4FT IN HEIGHT



Visit [www.mtlebanon.org](http://www.mtlebanon.org) for more information

**INCOMPLETE OR PARTIALLY COMPLETE APPLICATIONS WILL NOT BE ACCEPTED  
FOR REVIEW**

# GRADING PERMIT APPLICATION

MT LEBANON INSPECTION OFFICE  
 710 Washington Road  
 Pittsburgh, PA 15228  
 412-343-3408

**PERMIT #** \_\_\_\_\_

*This section to be completed by the inspection office*

Zoning Hearing \_\_\_\_\_ Zoning District \_\_\_\_\_ Allegheny County Parcel # \_\_\_\_\_

**Applications that are completely filled-out & with the required supporting documents will be processed in the order they are received.**

<b>Project Site</b>	Street Address _____
<b>Owner of the Property</b>	Owner Name _____ Address _____ ZIP _____ Phone _____ Email _____
<b>Contractor Information</b>	Contractor Name _____ Address _____ ZIP _____ Contact Person _____ Phone _____ Email _____
<b>Grading Plan</b>	Grading Plan Prepared by _____ Address _____ Contact Person _____ Phone _____ Email _____
<b>Nature of Grading</b>	Reason for Grading _____ _____ Estimated Amount of Grading (Cubic Yards) _____ <b>ESTIMATED COST OF PROJECT: IF PROJECT REQUIRES MORE THAN ONE APPLICATION, EACH APPLICATION MUST HAVE ITS OWN ESTIMATED COST \$</b> _____

I hereby agree to be bound by the provisions of the ordinances, specifications, regulations and restrictions as may be imposed by Mt. Lebanon regarding this application. I verify that the statements made in this application are true and correct. I understand that any false statements herein are made subject to the criminal penalties of 18 Pa. C. S. §4904, relating to unsworn falsification to authorities.

Property Owner or Representative \_\_\_\_\_ Date \_\_\_\_\_

**THIS SECTION TO BE COMPLETED BY THE INSPECTION OFFICE.** Plans, specifications and survey for the above application have been examined and I hereby certify that they comply in every particular with the Ordinances of Mt. Lebanon, PA and approve the issuing of this permit for the same, after paying the required fee.

FEE: \$ \_\_\_\_\_

\_\_\_\_\_  
*Building Inspector's Signature*

\_\_\_\_\_  
*Date Approved*