

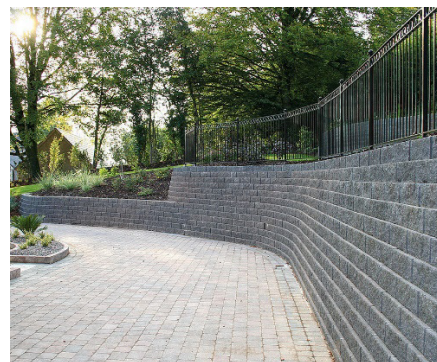


PERMIT PROCEDURE FOR RETAINING WALLS OVER 4 feet IN HEIGHT

New build, replacing or relocating requires a permit

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

- **Residential building 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 engineered construction drawings:**
 - Drawings shall bear the Pennsylvania registered engineer’s seal and signature.
 - The drawings shall detail all aspects of the proposed construction including but not limited to length, height, grading (including spot elevations and contours), reinforcement, backfill and drainage.
 - 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.
 - A retaining wall greater than 4 feet in height is required to have a minimum 48” high safety fence along its top where a fall hazard is present. Fences shall comply with Section 808 of Chapter XX in Mt Lebanon Zoning Ordinance.



Visit www.mtlebanon.org for more information

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

RESIDENTIAL BUILDING 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 completely filled-out & with the required supporting documents will be processed in the order they are received.

Project Site	Address _____
Owner of the Property	Name _____ Address _____ ZIP _____ Phone _____ Email _____
Contractor Information	Name _____ Address _____ ZIP _____ Contact Person _____ Phone _____ Email _____
Describe Project	_____ _____ _____ _____ Total Square Feet (proposed construction only) _____ ESTIMATED COST OF PROJECT: IF PROJECT REQUIRES MORE THAN ONE APPLICATION, EACH APPLICATION MUST HAVE ITS OWN ESTIMATED COST. \$ _____

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.

APPLICATION MUST BE SIGNED

Property Owner, Contractor 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