



RETAINING WALL ELECTRONIC SUBMITTAL CHECKLIST

Items you will need to submit:

- An active citizen portal account on the [Online Permit Center](#)
- Your plan set should be condensed into one PDF file. Supplemental documents can be uploaded individually. Submittal documents must meet the requirements of the 2022 California Codes (CEC, CRC, CBC, CFC)

- Initiate a submittal application in the Online Permit Center by scrolling to the bottom and selecting “Apply for a Permit” and login or register for a new account.
 - Application Type – Building
 - Select “Sub Type” from drop down menu
 - Enter “Work Description”
 - Find the project address by entering the address number and street name only. If within city limits, the address details should autofill.
 - Enter “Property Owner Email”
 - Complete remainder of permit application

- Under “Related Documents” submit plan set and construction documents:

PLAN SET

- Complete PDF file for building plans (electronic signatures accepted), including:
 - Title page
 - Site plan
 - Civil/Grading Drawings with grade elevations (top of wall; bottom of wall; bottom of footing; existing and modified grades; surface and subsurface drainage systems including invert elevations, pipe sizes and types)
 - Exterior Wall Elevations
 - Retaining wall cross sections and applicable details and notes
 - Foundation Plan & Footing Details

SUPPLEMENTAL DOCUMENTS

- Structural calculations, if applicable
- Geotechnical report, if applicable
- Completed and signed [Special Inspection Form](#), if applicable
- Completed [Construction Waste Management Plan](#)
- Completed [Agent Authorization Form](#), if applicable

For projects with multiple structures: Calistoga permits each structure separately. You may put more than one structure on your plan set, but if you do, be aware that all the permitted structures must be issued at the same time. Please fill out an application for each structure separately and upload to submittal.

Once your submittal has been deemed complete and processed you will receive a request for payment via email of your plan review fees. Please note, your submittal will not be distributed to applicable County departments.