



# DUPAGE COUNTY

## BUILDING & ZONING DEPARTMENT

### RETAINING WALLS/SEAT WALLS



Permits are submitted online at the following link:

Accela Citizen Access - <https://aca-prod.accela.com/DUPAGE/Welcome.aspx>

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

A non-refundable application fee will be required – this portion of the fee is credited toward the final permit fee (reference the [Schedule of Fees](#) for specifics), a Drainage Review fee and a Health fee if the property is on well and/or septic. We accept exact cash, checks or Master Card and Visa.

1. A copy of the scalable Plat of Survey with the retaining wall drawn to scale in the exact proposed location with dimensions and dimensions to the nearest lot lines. The survey must show all existing structures with the Illinois Licensed Land Surveyor's seal and signature visible.
2. A copy of construction detail on the wall or brochure if using the landscape blocks.
3. For any property that is in a trust (bank or trust company) will need to have the [Trust Disclosure](#) form **completed by the trust company** stating the beneficiary of the trust. For properties in a family trust we need some paperwork showing the beneficiary for signing the application.

#### Requirements for permit issuance:

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

7. Performance Bond
  8. Contractor Registration
- 

4. 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.
5. Prior to permit issuance an [Entrance Permit](#)/bond receipt from whoever maintains the roadway (Township Highway Commissioner, DuPage 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.
6. [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)
7. 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.
8. 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.

**Zoning Requirements:** All Residential Zoning Districts: (Ordinance Sections: R-1: 37-701, R-2: 37-702, R-3: 37-703, R-4: 37-704; R-5: 37-705, R-6: 37-706, R-7: 37-707):

**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.

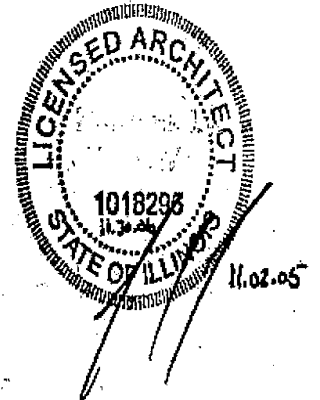
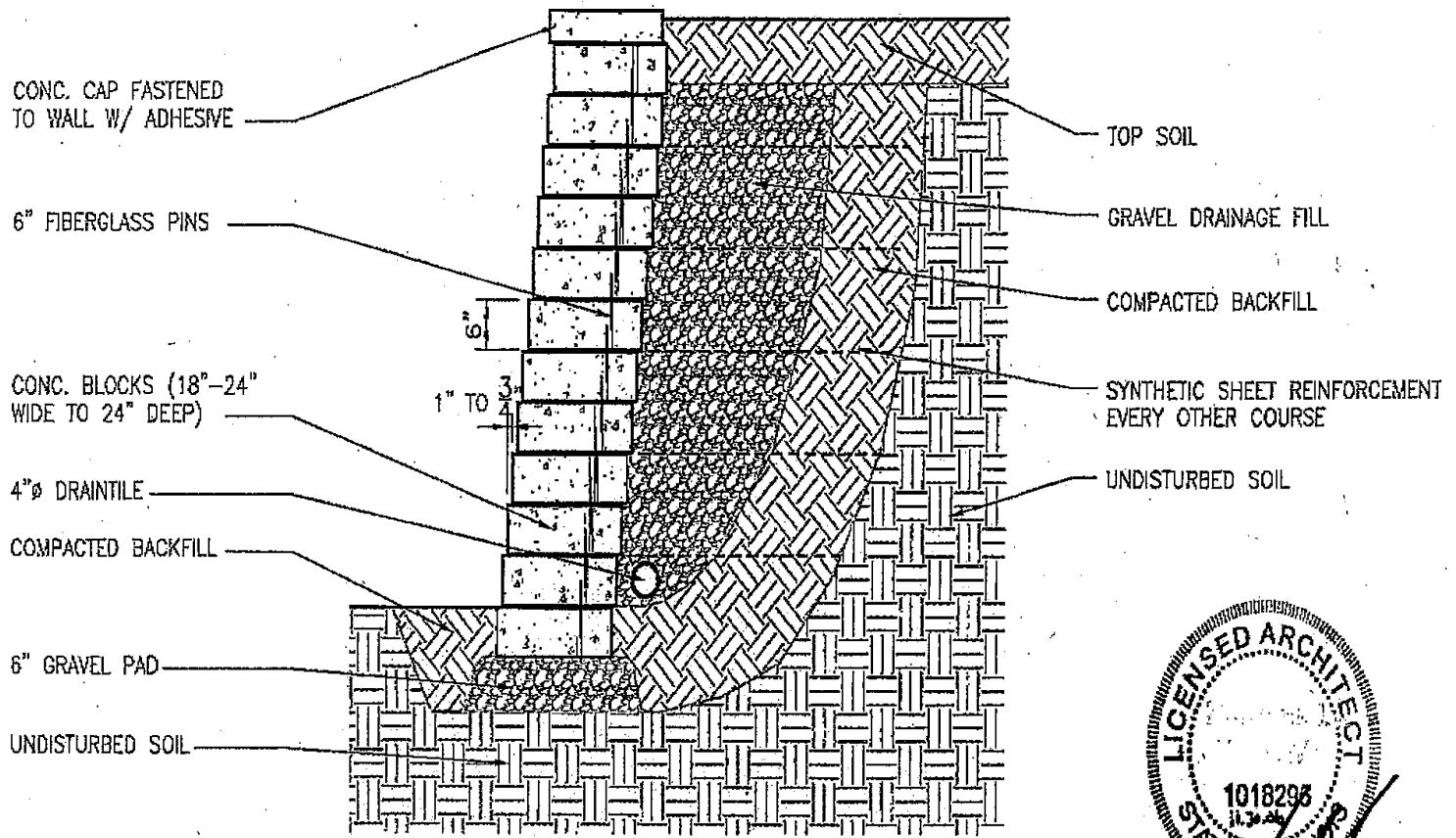
- Pursuant to 8-128.2.E of the Building Code, any development in the floodplain must obtain an Elevation Certificate. Where a development, structure or property has substantial damage, has or will have substantial improvement or is the subject of repetitive loss regulations, the development, structure 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> ). 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.

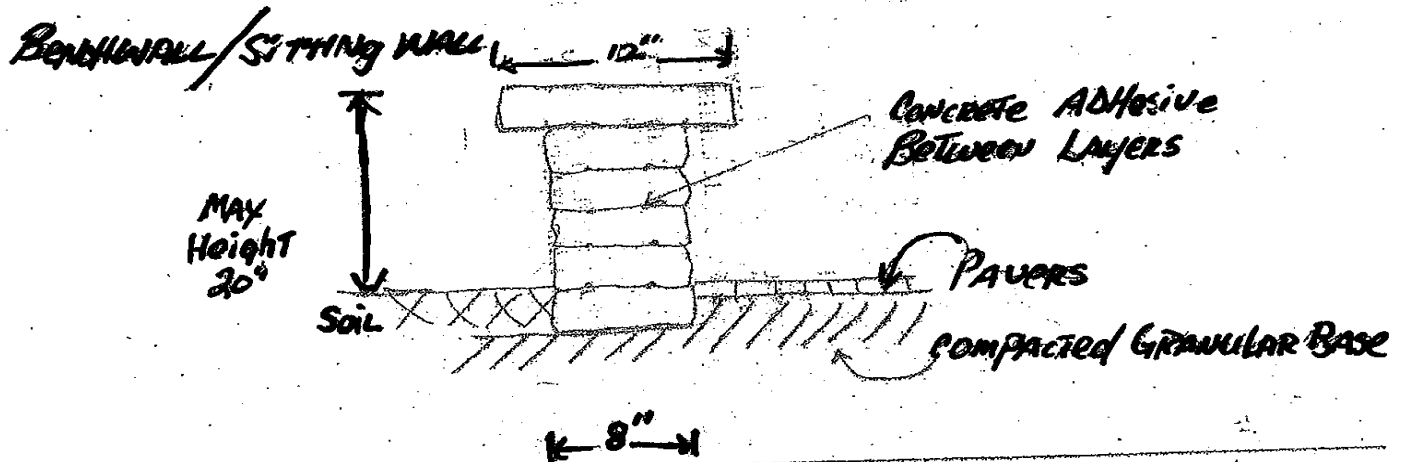
**The following are sample drawings of various wall cross sections for retaining walls.**

# Sample drawing

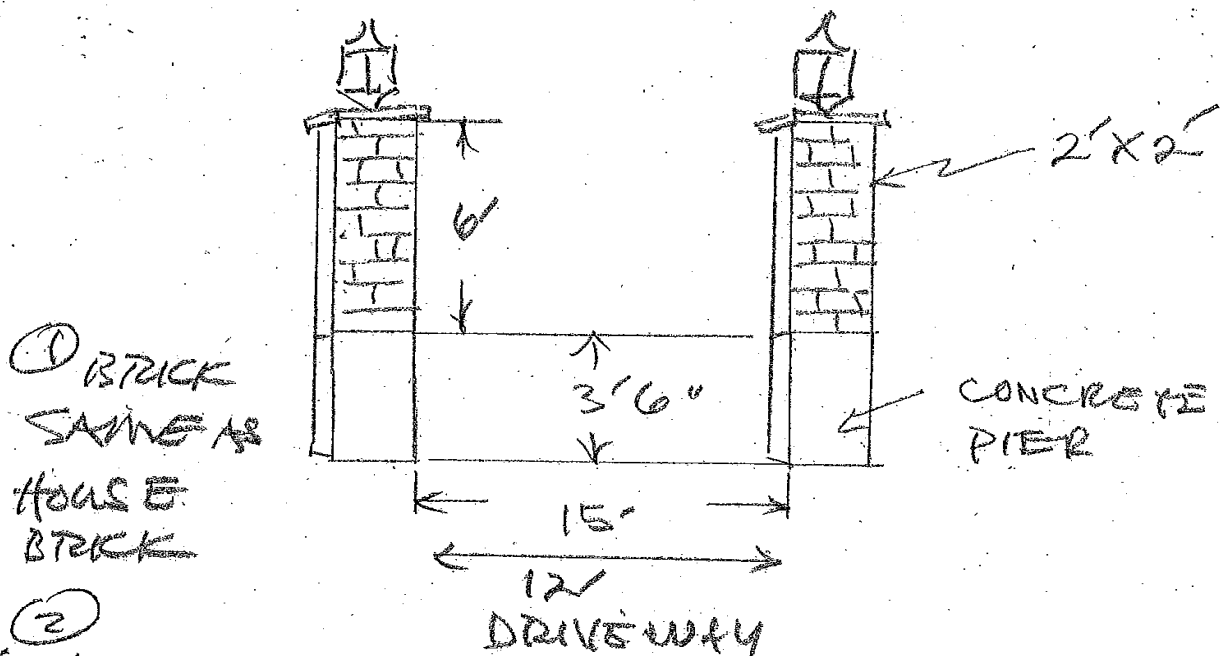


# Sample drawing

## Typical Cross Section Brussels Dimensional Stone



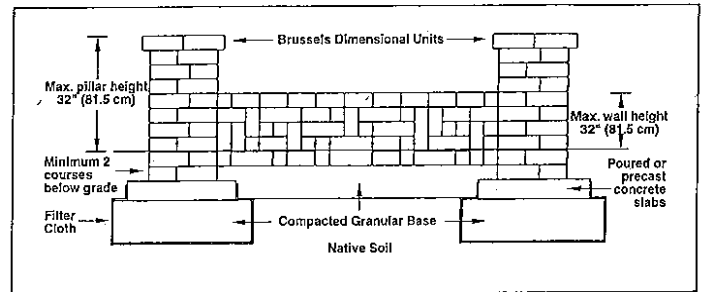
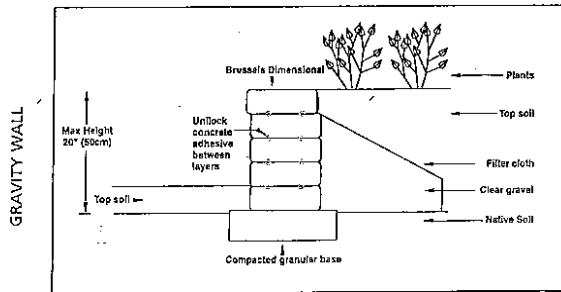
# Sample drawing



NOTE: (2) NEW GATE  
WILL BE IDENTICAL  
TO EXISTING ONE

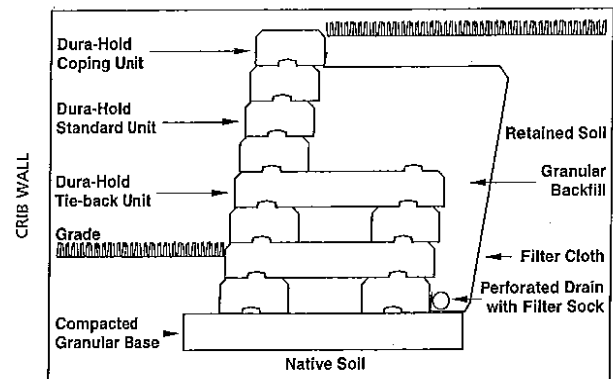
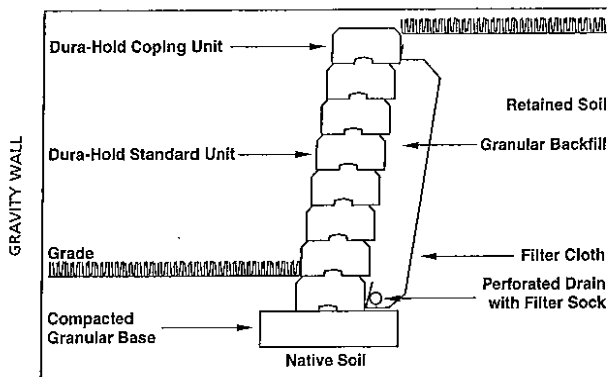
# Segmental Wall Typical Cross Sections

## BRUSSELS DIMENSIONAL STONE®



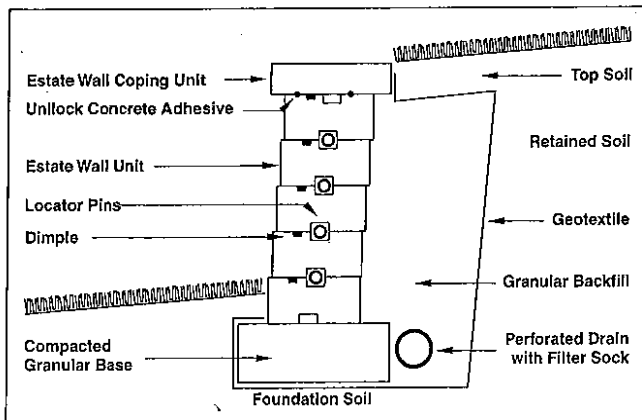
All joints must be adhered with Unlock Concrete Adhesive. Base preparation may vary according to soil and climate conditions.

## DURA-HOLD®

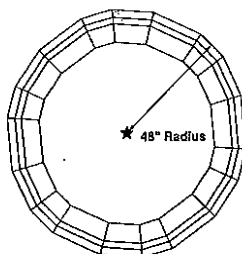


## ESTATE WALL®

### TYPICAL RETAINING WALL CROSS SECTION

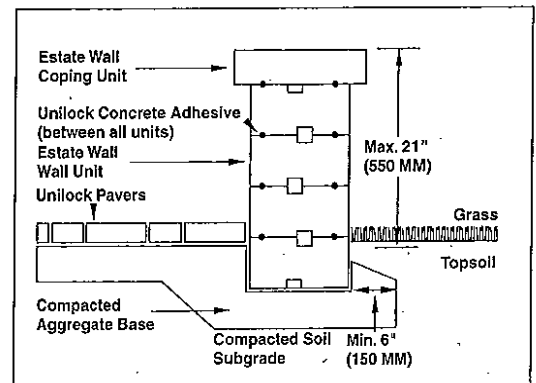


### OUTSIDE RADIUS

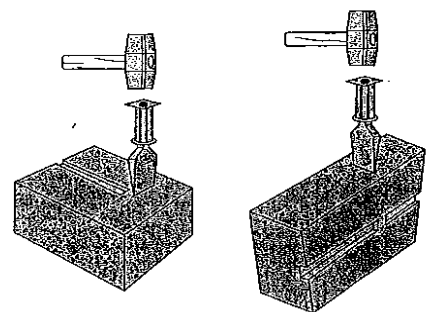


Curved walls or steps can be constructed from a 48" outside radius when using all three sizes. A 38" radius can be constructed using only the small wall units or a 43" radius using both the small and medium wall units.

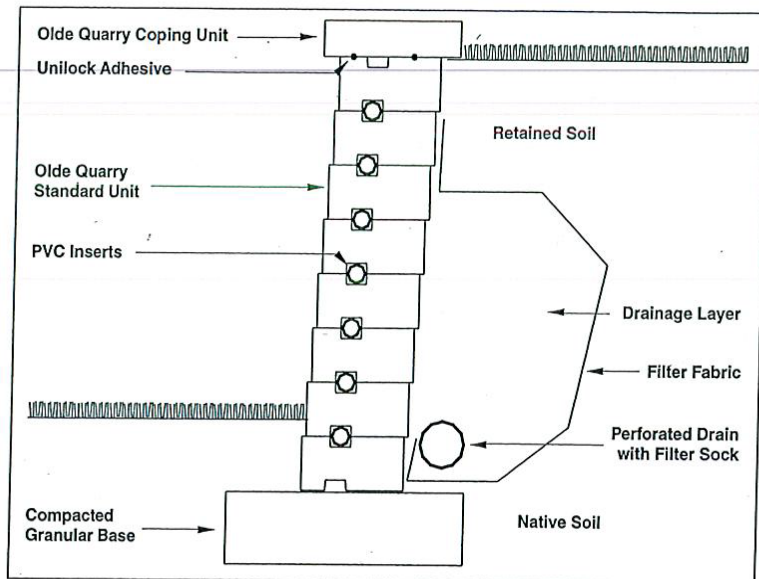
### TYPICAL SEAT WALL CROSS SECTION



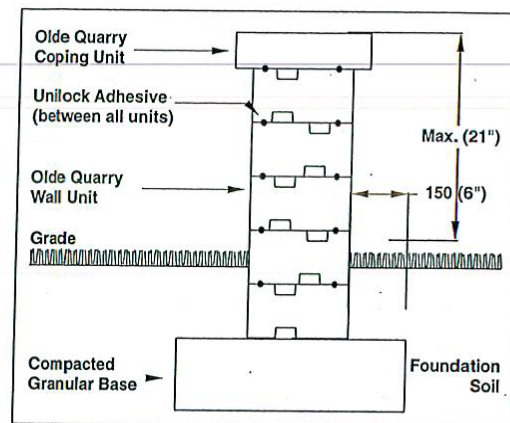
### HOW TO SPLIT LARGE UNIT



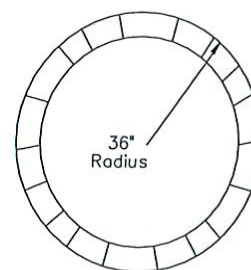
TYPICAL WALL CROSS SECTIONS



TYPICAL SEAT-WALL CROSS SECTIONS

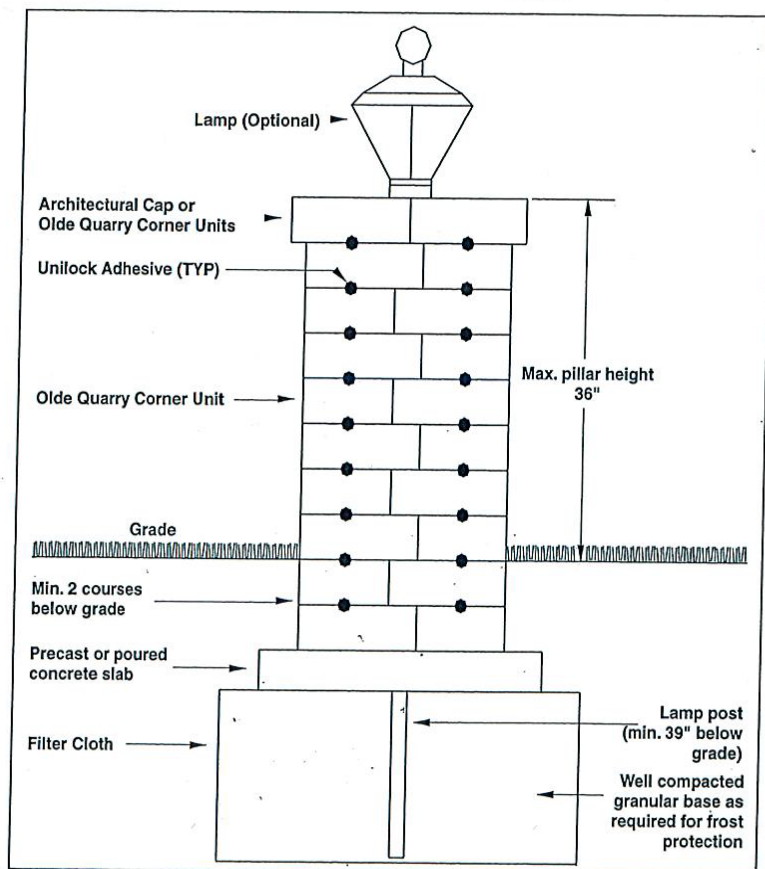


TYPICAL OUTSIDE RADIUS



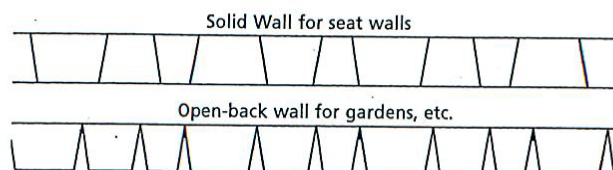
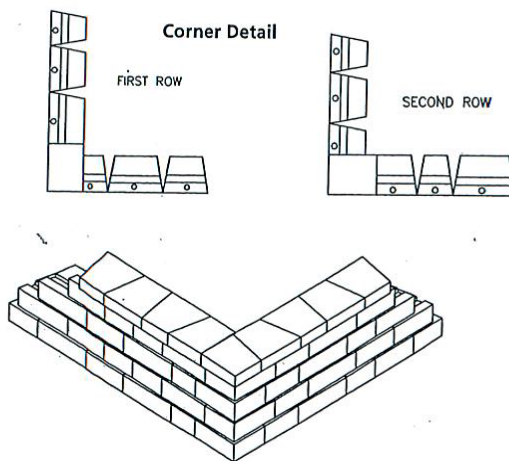
Curved walls or steps can be constructed from a minimum 36" outside radius when using all three sizes. A 27.5" radius can be constructed using only the small wall units or a 32.5" radius using both the small and medium wall units.

TYPICAL PILLAR CROSS SECTIONS

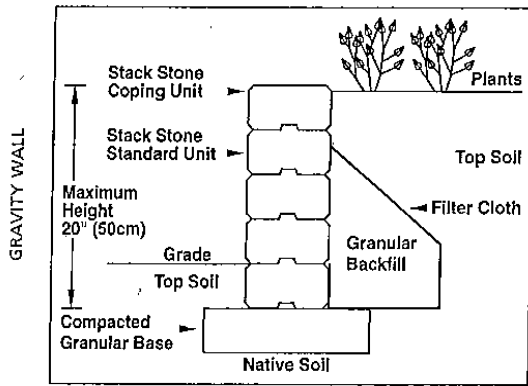


Note: This pillar is constructed completely with Olde Quarry corner units.

TYPICAL CORNER INSTALLATION



## STACK STONE®



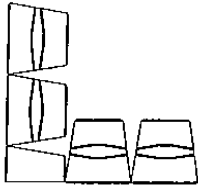
Height	Courses	Length of Wall Measured in Feet					
		5'	10'	15'	20'	25'	30'
4"	1	9	18	27	36	45	54
8"	2	18	36	54	72	90	108
12"	3	27	54	81	108	135	162
16"	4	36	72	108	144	180	216
20"	5	45	90	135	180	225	270
24"	6	54	108	162	216	270	324

### Minimum Number Of Units Required

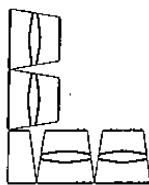
**Notes** For Coping calculation use only course #1.  
Calculations are for Solid Wall Construction.  
See your Unilock representative when calculating a Semi-Solid Wall.

### TYPICAL CORNER

First Course

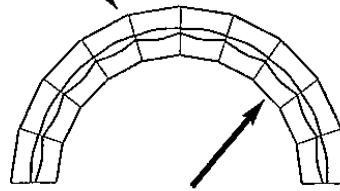


Second Course



### TYPICAL RADIUS

Minimum outside radius: 29"

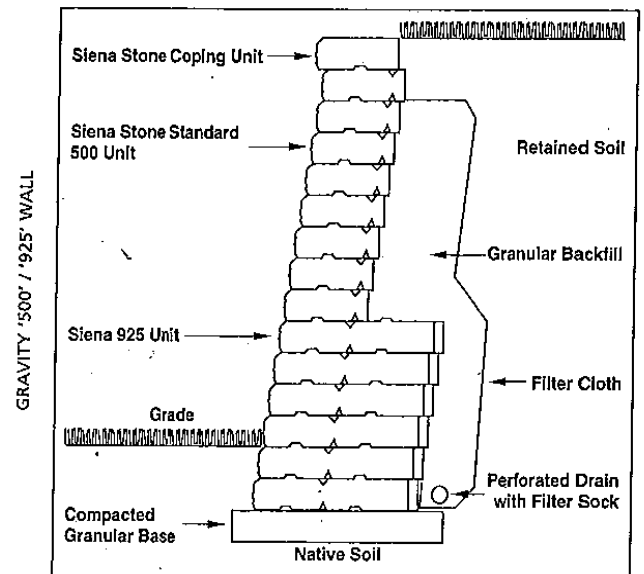
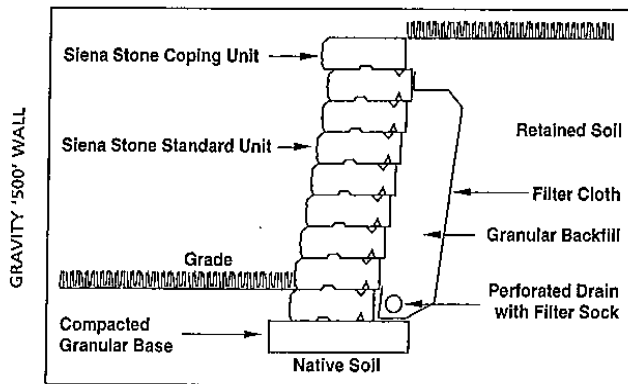


Minimum inside radius: 21"

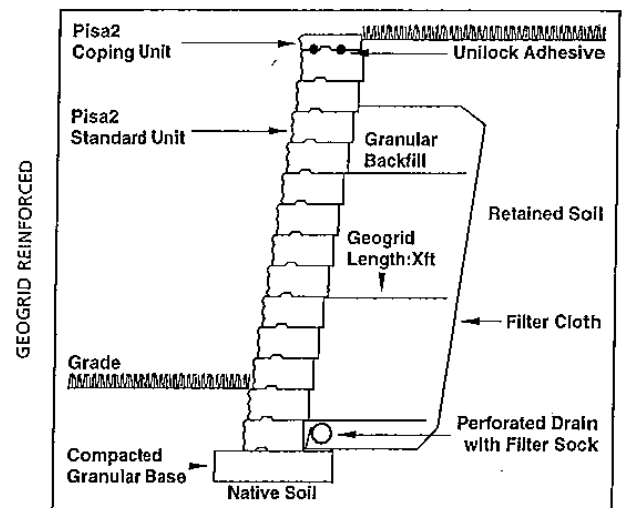
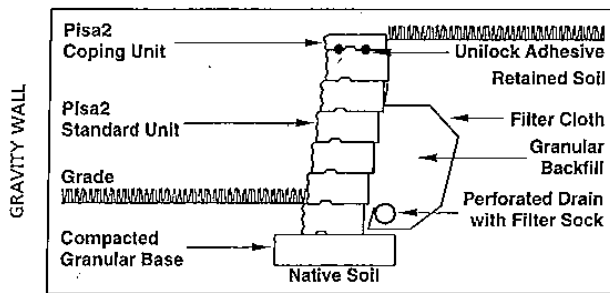


Solid Wall

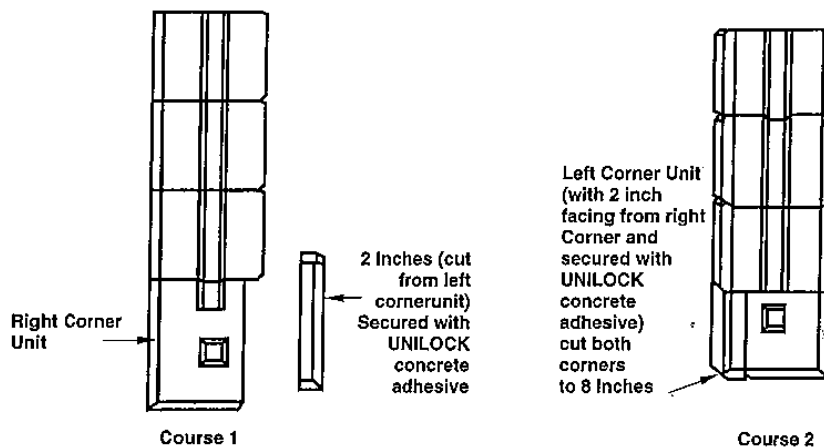
## SIENA STONE®



## PISA 2® / ROMAN PISA®



### ENDING A SEATWALL



**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.dupagecounty.gov/building](http://www.dupagecounty.gov/building).

**CALL BEFORE YOU DIG – CONTACT [JULIE](mailto:julie@dupagecounty.gov) - 1-800-892-0123 FOR UNDERGROUND UTILITY LOCATIONS**