



CITY OF YORBA LINDA

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BUILDING DIVISION (714) 961-7120

Procedure No. 009

Procedure Subject: Tract Retaining Wall and Fence Permitting Procedure

Effective Date: 7-29-13

Revised:

Identified below is the procedure to be followed by Building Division staff for processing of building permit applications for retaining walls and fences submitted for tracts or portions of a tract when submitted by the developer.

Building Permit and Plan Review Fee Determination Process

1. A separate building permit shall be issued for each lot within a subdivision for which a permit is requested for construction of a retaining wall or fence.
2. A specific tract may have multiple submittals for retaining walls and fences consisting of only a portion of the total number of lots in the tract. To complete the construction of all retaining walls and fences in a specific tract, multiple submittals over an extended period of time may occur.
3. A separate plan check fee will be charged for each portion of a tract submitted for permits. When multiple submittals occur over an extended period of time for only a portion of the lots within the tract, multiple plan check fees will be assessed for each separate submittal. One plan check fee associated with each separate submittal for each portion of the tract
4. Plan check fee shall be determined by calculating the valuation for the total lengths and heights of all retaining walls, fences and pilasters to be constructed as a part of the permit application. The separate valuations for each wall type, such as wrought iron, masonry, combination, etc., based upon their individual lengths and heights shall be added together to determine a total valuation used to establish the plan review fee.
5. The total plan review fee for the submittal for a tract or portion of a tract shall be assessed to a single permit application. All other permits associated with an application for a tract or portion of a tract shall have no plan review fee or charge shown or collected.
6. Building permit fees shall be charged for each individual lot based upon the valuation for the length and height of the total of all types of retaining walls, fences and pilasters located on that lot only.

Calculating Fees in Permits Plus

1. The plan review fee is calculated in rehearsal and assessed as an **additional plan check fee (fee item 1400)** on a single permit application for submittal of a tract or portion of a tract. The permit must be updated twice in order for the plan check fee to calculate in the appropriate data field on the permit, under "Plan Check Fee Due"; it will also be shown next to "Add'l Assessed Fee(s)" which will need to be crossed out and initialed for Finance. Please see the attached permit example.

2. Make certain to add a "note" under "locks/holds/notices" on the permit where the total linear footage is charged detailing the following information;
 - Tract and lot numbers to which the plan check fee applies.
 - Itemized the total linear footage and height for each retaining wall, fence and pilaster.
 - Show the total valuation the plan check fee is based upon.
 - Show the plan check fee amount.
3. Building permit fees shall be charged per lot. The length and height for each retaining wall, fence and pilaster shall be entered in the valuation calculation on a single lot basis.
4. On Screen 7, make certain to input "N" next to Plan Check for **all permits**, including the permit where the additional plan check fee is assessed.

Building Official