

Retaining Wall Permit Process-Professional Engineer Responsibility

- **Retaining Walls four feet or greater in height measured from the lowest point of the finish grade shall be designed, constructed and inspected by a State of Maryland Registered Professional Engineer in full accordance with the Baltimore County Building Code which includes the Baltimore County Department of Public Works Design Manual. See Baltimore County Bill 40-12 “Building Code of Baltimore County”, Sections 1807.2.4 and 1705.1.2.**
- **Plans, Retaining Wall DATA Sheet and Checklist for retaining walls Permit shall be fully completed by the Engineer of Record at time of permit application. At completion of final inspection by Engineer of Record, a letter of Certification of Compliance with all applicable codes and design standards shall be prepared by the Engineer of Record, bearing the original professional engineer seal and signature, shall be presented to Building Inspector.**
- **The Engineer of Record sealing the above mentioned documents shall be fully responsible for the proper design as well as installation of the retaining wall.**
- **The final Certificate Letter of Compliance presented to the building inspector shall indicate compliance with the Baltimore County Building Code and the Department of Public Works Design Manual as it relates to retaining walls. It shall also include permit number, location of property, name of engineer, engineering company name and full mailing address of engineering firm as well as Engineer of Record, name, address and telephone number.**
- **The Baltimore County Building Engineer shall have the authority to require, at the owner’s expense, an independent third party engineer review, evaluation and/or inspection to insure compliance with all applicable requirements.**
- **Engineer of Record shall insure that all required Building Inspections by Baltimore County have been completed.**