



# RUTHERFORD COUNTY BUILDING CODES DEPARTMENT

*Creating a Sustainable Future Through Building Standards and Safety*

## APPLICATION FOR RETAINING WALL PERMIT

For your convenience, you may fax or email this permit application ahead of time and we will do our best to have it ready for you when you come in. Or you have the option to submit your application and request that we call you for payment when permit is ready, we will then forward you your permit copy via email. **Please note that while we are happy to provide the payment by phone option for your convenience, in order for us to be able to complete the permit accurately, this form MUST be completed in its entirety. If it is incomplete, you will not receive a call and will be required to resubmit completed application or visit the office to obtain.**

**\*ENGINEERED DESIGN REQUIRED WITH APPLICATION\***

CONTRACTOR: \_\_\_\_\_ STATE LIC #: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

PHONE: ( \_\_\_\_\_ ) \_\_\_\_\_

EMAIL: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

LOT #: \_\_\_\_\_ SUBDIVISION: \_\_\_\_\_

BUILDING PERMIT # ASSOCIATED WITH PROJECT (if applicable): \_\_\_\_\_

DESCRIPTION OF THE PROJECT (e.g., pool installation, drainage, correct grade elevations, etc.): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

<b>Total Length of Wall:</b>
<b>Min. Height of Unbalanced Backfill:</b>
<b>Max. Height of Unbalanced Backfill:</b>

\_\_\_\_\_  
PLEASE CONTACT ME AT THE CONTACT NUMBER LISTED ABOVE WHEN PERMIT(S) IS READY, AND I WILL PAY BY PHONE.

I WILL PICK MY PERMIT UP FROM BLDG CODES OFFICE ON: \_\_\_\_\_  
(DAY YOU PLAN TO PICK UP)

**THIS PERMIT APPLICATION MAY BE FAXED OR EMAILED TO OUR OFFICE:**

**FAX #: 615-898-7941**

**EMAIL: [buildingcodes@rutherfordcountyttn.gov](mailto:buildingcodes@rutherfordcountyttn.gov)**