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**BUILDING DIVISION**

*This guide has been prepared to provide convenient information only. It is neither a bylaw nor legal document. Should there be any discrepancy between this guide and the relevant City bylaws and/or applicable codes, the text of the bylaws and codes shall be the legal authority. Additional information may be required during the processing of your Building Permit.*

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**GUIDE FOR A RESIDENTIAL RETAINING WALL  
APPLICATION**

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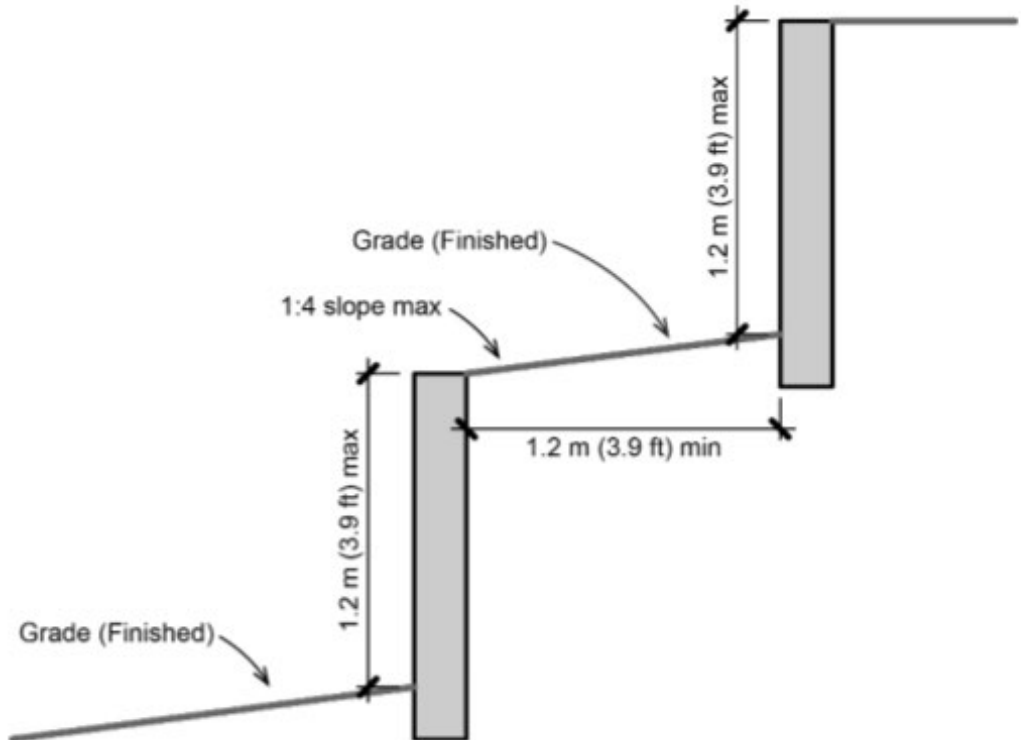
**Building & Zoning Bylaw Requirements**

As per Section 8. **Retaining Structures** of the City of Mission consolidated Building Bylaw 3590-2003 the following regulations are required:

- 8.1 A *Registered Professional* shall undertake the design and conduct *Field Reviews* of the *Construction* of a Retaining Structure over 600 mm in height measured from the lowest adjacent grade or stepped type retaining structures having an overall slope greater than 2H:1V (2 horizontal to 1 vertical) with each step of the structure exceeding 600 mm in height.
- 8.2 Any *Retaining Structure* over 600 mm in height will require a *Permit* application unless the *Retaining Structure* has been shown on the initial Building Permit application. The *Permit* application must be accompanied by a site plan, design drawings for structural and drainage, signed and sealed by a *Registered Professional* and provide certification from a *Registered Professional* by means of the applicable letters of assurance in the form of Schedules A, B, C-A and C-B referred to in subsection 2.2.7, Division C, of the *Building Code*. Schedule C-B from the *Registered Professional* is required by the *Building Official* prior to obtaining final approval.
- 8.3 Drainage of the retained soil behind the *Retaining Structure* shall be contained on the property on which the *Retaining Structure* is constructed.
- 8.4 Where a walkway exists above and adjacent to a *Retaining Structure* exceeding 600mm in height a guard is required.
- 8.5 A *Permit* is required for any *Retaining Structure* regardless of height erected on a property in a geohazard area or a property subject to a geotechnical study. If the geohazard report has a no build area a geotechnical engineer is required.
- 8.6 Any *Retaining Structures* that are 2 feet in height or greater, measured from the lowest adjacent grade, including stepped type retaining walls having an overall slope greater than 2H:1V (2 horizontal to 1 vertical) require a permit.
- 8.7 Any retaining structure requiring a permit shall be constructed of concrete (poured in place or precast), masonry or rock landscaping products.

As per **Section 112**, subsection **B. Retaining Walls** of the City of Mission Consolidated Zoning Bylaw 5949-2020 the following regulations are required:

1. The maximum exposed **Height** of a retaining wall at any point on the property, on a Lot designated Suburban Residential, Urban Residential, Urban Compact and Attached Multi-unit Residential, unless otherwise required as a condition of subdivision approval, shall not exceed 1.2 m (3.9 ft) in **Height** measured at **Grade (Finished)**.
2. The minimum distance between retaining wall structures, on a Lot designated Suburban Residential, Urban Residential, Urban Compact and Attached Multi-unit Residential, unless otherwise required as a condition of subdivision approval, shall be 1.2 m (3.9 ft).
3. The maximum slope of **Grade (Finished)** between retaining wall structures shall be no more than 1:4 (1 rise:4 run).
4. Blank concrete block retaining walls shall not be permitted on a Lot designated Suburban Residential, Urban Residential, Urban Compact and Attached Multi-unit Residential.
5. The Approving Officer may approve retaining walls in excess of 1.2 m (3.9 ft) as a condition of subdivision.
6. The following provides a visual example of the requirements of Section 112-part B:



## **BUILDING PERMIT APPLICATION SUBMISSION**

- Building Permit Application Form
- Two sets of plans – 11”x17” recommended only. Plans must be large enough to be readable. Drawings are to be “signed & sealed by a Registered Professional” which include:
  - ✓ Site Plan showing the following:
    - Retaining wall location(s) (include setbacks to property lines)
    - Top and bottom elevations
    - Right of Ways, easements and/or Restrictive Covenants
    - Setbacks to natural boundary of any swamp, pond or watercourse
    - All other structures
  - ✓ Cross Section showing the following:
    - Height of the wall
    - Construction materials being used
    - Proposed drainage behind the wall and where the drainage behind the wall will drain to. Drainage cannot drain in to or on to another person’s property
    - Slope of the ground both above and below the retaining wall
    - Show extra stabilization material such as geo grid, length of geo grid behind the wall, and restrictions associated with the geo grid not being disturbed
    - If replacing an existing retaining structure that does not meet current bylaw requirements, show proof of the existing walls location and height
- Owner’s Undertaking
- Agent Appointment (if applicable)
- Schedule B for Geotechnical and Structural Discipline
- Schedule B for the Site Drainage Discipline (if applicable)
- Certificate of Insurance(s) from Registered Professional(s)
- Topographic Survey by a British Columbia Land Surveyor (BCLS) may be required for setbacks and/or if there are any right of ways, easements or covenants near the proposed retaining wall
- Copy of a title search made within 30 days of the date of the application
- Copies of all legal documents identified on the title search such as right of ways, easements and covenants
- Copy of Corporate Summary is required if:
  - Agent is a company name or under a Corporate Number
  - Property Owner is a company name or under a Corporate Number

## **FEES**

Building Permit fees are based on the value of construction. A \$157.50 non-refundable deposit fee will be collected once your application has received an accepted Submission Review. Once the deposit is paid, your application will then be placed in the queue for the Official Review.

Please submit all information at once. Each application must include this form and all accompanying documentation to be accepted. This form can also be found at [www.mission.ca/retainingwall-checklist](http://www.mission.ca/retainingwall-checklist).

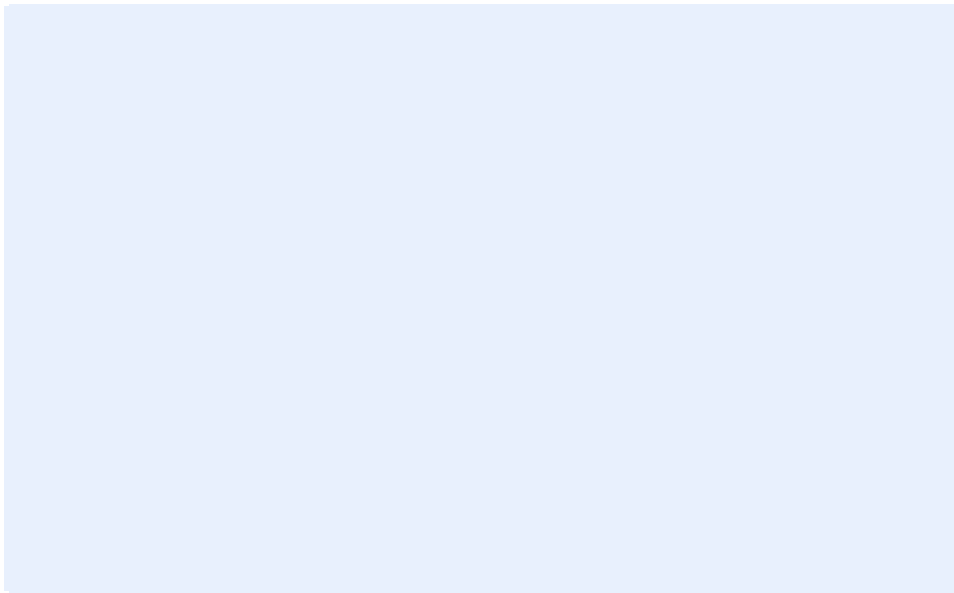
**Property Address:** \_\_\_\_\_

**Zone:** \_\_\_\_\_

**Applicant to fill out completely prior to submission.**

1. ADMINISTRATIVE ITEMS	Yes	N/A	OFFICE USE	
			Accepted	Not Accepted
a. Have you supplied Owner's Undertaking? <a href="#">Owner's Undertaking Form</a> ? ➤ <b>NOTE:</b> All permits require this form; this form states that the owner is aware of the changes performed on the property.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. If you are not the owner but the applicant acting on behalf of the owner, have you provided a <b>completed</b> <a href="#">Agent Appointment Form</a> ?  (ie: Contractor, builder, family member <b>NOT</b> listed on Title) ➤ <b>NOTE:</b> If <b>Agent</b> is a <b>Company Name</b> or under a <b>Corporate Number</b> , you need to provide a <a href="#">BC Online Corporate Summary</a> dated within 30 days. You can also call 604-775-5525 to obtain a copy of the Corporate Summary.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Have you provided a Certificate of Title ( <b>also known as a Title Search</b> ) ( <a href="http://itsa.ca">itsa.ca</a> ) dated within 30 days? ➤ <b>NOTE:</b> If the owner is a <b>Company Name</b> or under a <b>Corporate Number</b> you need to provide a <a href="#">BC Online Corporate Summary</a> dated within 30 days? You can call 604-775-5525 to obtain a copy of the Corporate Summary.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Upon reviewing your <b>Certificate of Title (also known as a Title Search)</b> did you notice any registered documents such as <b>covenants, easements, rights of way, Building Scheme</b> or any other court decided document <b>NOT</b> including mortgage, priority agreements or assignment of rent)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ <b>If YES</b> , please provide complete copies (all pages) of the covenants, easements, rights of way, building schemes and any other court decided documents <b>NOT</b> including mortgage, priority agreements or assignment of rent. <b>You can obtain these documents from <a href="http://itsa.ca">itsa.ca</a> or from a notary/lawyer and they do not need to be dated within 30 days.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. PLANNING COMPLIANCE	Yes	N/A	Accepted	Not Accepted
a. Have you filled out and attached the <a href="#">Planning Compliance</a> form? Please complete both pages of the form attached.	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
3. BUILDING AND SITE COMPLIANCE	Yes	N/A	Accepted	Not Accepted
<ul style="list-style-type: none"> <li>Have you provided <b>2</b> sets of <b>Architectural Drawings</b> per <a href="#">Building Bylaw 3590-2003, Section 7</a>, clearly showing:</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>SITE PLAN:</b>				
<ul style="list-style-type: none"> <li>Retaining wall location(s) with setbacks (include setbacks to property line)</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Right of Ways, easements and/or Restrictive Covenants</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Setbacks to natural boundary of any swamp, pond or watercourse</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Top and bottom elevations</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>All other structures</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>CROSS SECTION:</b>				
<ul style="list-style-type: none"> <li>Height of retaining wall(s)</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Construction materials being used. Show extra stabilization material such as geo grid, length of geo grid behind the walls and restrictions associated with the geo grid not to be disturbed</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Proposed drainage behind the wall – Where is it draining in and onto</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Slope of the ground both above and below the retaining wall</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>TOPOGRAPHICAL SURVEY:</b>				
<p>Topographical Survey by a British Columbia Land Surveyor (BCLS) may be required for setbacks and/or if there are any right of ways, easements or covenants near the proposed retaining wall.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>LOT SILTATION</b>				
<p>Have you completed the attached <a href="#">Temporary Lot Siltation Control</a> Plan?</p>	<input type="checkbox"/>			
4. REPLACEMENT OF EXISTING RETAINING WALL	Yes	N/A	Accepted	Not Accepted
<p>Are you replacing an existing retaining wall that exceeds the current bylaw requirements (ie: such as height)?</p> <ul style="list-style-type: none"> <li>➤ <b>If YES</b>, please provide photos of the existing retaining wall location and height below. Just click on the picture icon within each of boxes and insert your photo. Maximum four photos.</li> <li>➤ <b>If NO</b>, proceed to the next step.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



*PHOTO 2*

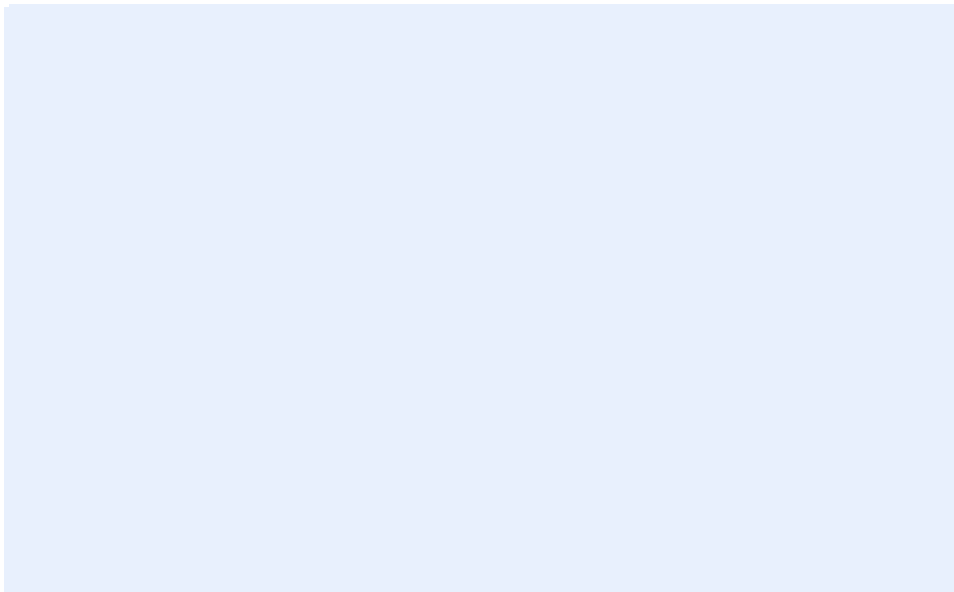


PHOTO 3

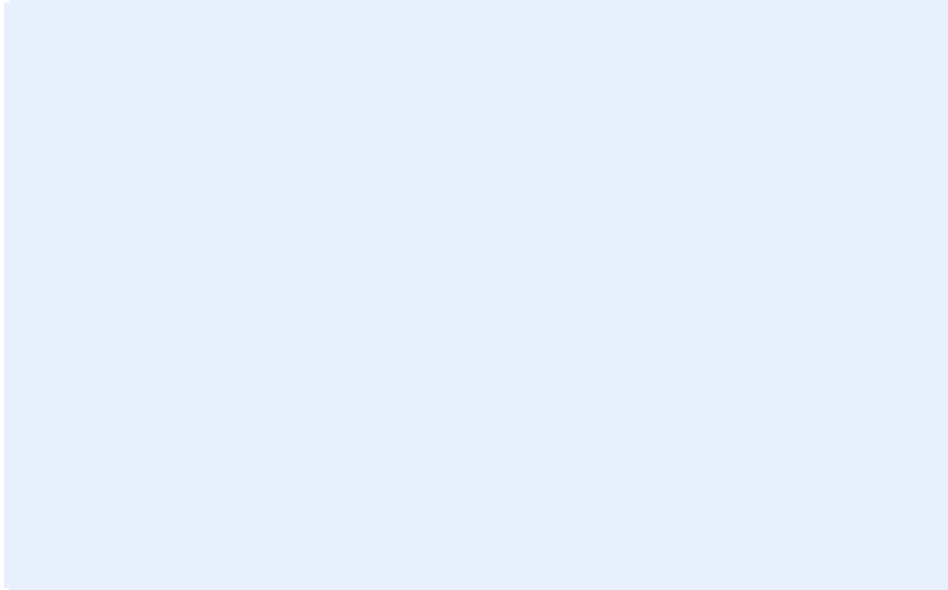
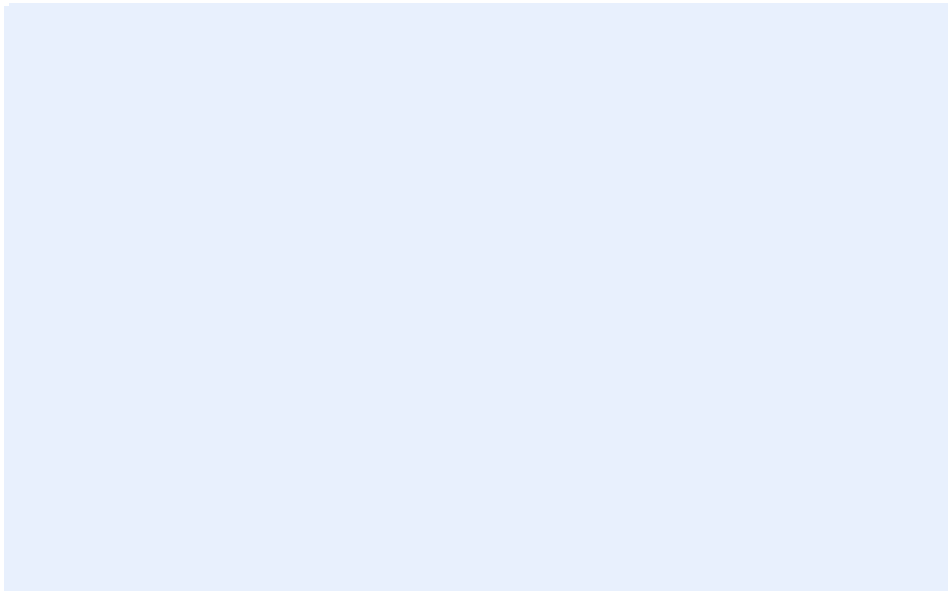


PHOTO 4



I affirm and certify that all the information and answers to questions herein are complete, true and correct to the best of my knowledge and belief. I understand that any misrepresentation, falsification, or omission of any facts called for in the application may render this application void and will be cause the application to be returned, when discovered.

**Name of Applicant (please print)**

**Signature**

**Date**

**PLEASE NOTE: If an application is deemed to be incomplete, an applicant may lose their place in line. A resubmission may be treated as a NEW application. Please take all necessary precautions to supply all the information requested in a single submission. The City will NOT accept information in a piecemeal fashion.**



PERMIT #: \_\_\_\_\_

ROLL #: \_\_\_\_\_

DATE RECEIVED: \_\_\_\_\_

DATE APPROVED: \_\_\_\_\_

**BUILDING PERMIT APPLICATION**

Please Print

INSPECTION SERVICES DEPARTMENT

Site Address: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Value of Construction: \_\_\_\_\_

**PERMIT TYPE**

- SINGLE FAMILY DWELLING
- MANUFACTURED / MOBILE HOME
- TWO FAMILY DWELLING
- MULTI-RESIDENTIAL
- COMMERCIAL
- INDUSTRIAL
- INSTITUTIONAL

**DESCRIPTION**

- NEW CONSTRUCTION
- ADDITION
- ALTERATION / RENO
- TENANT IMPROVEMENTS
- SECONDARY SUITE
- DEMOLITION
- SPECIAL INSPECTION

- OTHER: \_\_\_\_\_
- ACCESSORY BUILDING
- SIGN
- GARAGE / CARPORT
- WOODSTOVE
- SPRINKLER
- SERVICES

BRIEF DESCRIPTION OF PROJECT: \_\_\_\_\_

Business Name: \_\_\_\_\_ Business Licence # (if applicable) \_\_\_\_\_

**APPLICANT**

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

ADDRESS: \_\_\_\_\_  
HOUSE/STREET CITY PROVINCE POSTAL CODE

PHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_ FAX: \_\_\_\_\_

**PROPERTY**

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

**OWNER**

ADDRESS: \_\_\_\_\_  
HOUSE/STREET CITY PROVINCE POSTAL CODE

PHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_ FAX: \_\_\_\_\_

**BUILDER**

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

ADDRESS: \_\_\_\_\_  
HOUSE/STREET CITY PROVINCE POSTAL CODE

PHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_ FAX: \_\_\_\_\_

I HEREBY CONFIRM THAT THE INFORMATION SUPPLIED IN SUPPORT OF THIS APPLICATION IS TRUE AND CORRECT: \_\_\_\_\_

**OWNER OR AGENT SIGNATURE**

**OFFICE USE**

**ONLY**

**COMMENTS:**




**District of Mission Building Bylaw 3590-2003**

**OWNER'S UNDERTAKING**

Re: **Property Address:** \_\_\_\_\_

**Legal Description:** \_\_\_\_\_

Permit #: \_\_\_\_\_

This line to be completed by the District of Mission

This undertaking is given by the undersigned, as the *owner* of the property described above, with the intention that it be binding on the *owner* and that the District of Mission will rely on same.

I confirm that I have applied for a *permit* pursuant to Building Bylaw 3590 –2003 and that I have carefully reviewed and fully understand all of the provisions of the Bylaw and in particular understand, acknowledge and accept the provisions describing the purpose of the Bylaw, the conditions under which permits are issued, the disclaimer of warranty or representation and the limited extent of the scope of the Bylaw and inspections there under.

Without in any way limiting the foregoing, I acknowledge fully that it is my responsibility, whether or not any work to be performed pursuant to the *permit* applied for is done by me, my *agent*, a contractor or a *registered professional* to ensure compliance with the *Building Code* and the Bylaw.

I am not in any way relying on the District of Mission or the *Building Official* of the District of Mission, to protect the *owner* or any other persons as set out in the Bylaw and I will not make any claim alleging any such responsibility or liability on the part of the District of Mission or its *Building Official*.

**Owner's Information:**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_



D E V E L O P M E N T   S E R V I C E S   D E P A R T M E N T

## AGENT APPOINTMENT

"I (We) the undersigned, being the registered owner(s) of the property located at \_\_\_\_\_

*Property Address*

\_\_\_\_\_ (the 'property') hereby irrevocably appoint

*Property Address*

\_\_\_\_\_ of \_\_\_\_\_

*Name*

*Company*

\_\_\_\_\_, \_\_\_\_\_ as the agent

*Telephone*

*Email*

for all purposes, including the granting of all undertakings, in respect of:

- an application for land development and any matters that are directly or indirectly related to the development application;
- the granting of any undertakings, in respect of an application for a building permit in accordance with the provisions of Building Bylaw 3590-2003 and any other matters that are contained directly or indirectly within the provisions of the bylaw"; and/or
- the demolition of a building(s) on the property.

\_\_\_\_\_  
*Signature (registered owner)*

\_\_\_\_\_  
*Name (please print)*

\_\_\_\_\_  
*Signature (registered owner)*

\_\_\_\_\_  
*Name (please print)*

\_\_\_\_\_  
*Signature (registered owner)*

\_\_\_\_\_  
*Name (please print)*

*Dated* \_\_\_\_\_

This form must be completed by the home designer or architect and submitted with the Pre-Application Submission Review Checklist when applying for a building permit.

Property Address: \_\_\_\_\_

Zone of Property: \_\_\_\_\_

1. I have checked the [zone](#) and my plans comply with the allowable:

- |                           |                              |                             |
|---------------------------|------------------------------|-----------------------------|
| a. <b>Use(s)</b>          | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| b. <b>Setbacks</b>        | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| c. <b>Building Height</b> | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| d. <b>Lot Coverage</b>    | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

If you answered **No** to any of the above, you will be required to obtain a Development Variance Permit from Council, and **a Building Permit will not be issued until this is addressed.**

2. I am aware of, have shown, or addressed all:

- |  |                              |                             |
|--|------------------------------|-----------------------------|
| a. <b>Right-of-Ways</b>                      | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| b. <b>Easements</b>                          | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| c. <b>Covenants</b> (design, no-build, etc.) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

3. Do you need a **Development Permit** for any of the following?

a. **Riparian Area Protection Regulation?**

Is the building within 30 metres of a watercourse?  Yes  No

If **YES**, have you provided a completed [Riparian Areas Protection Regulation Assessment Report](#) that has been registered with the Province of BC?  Yes  No

If you answered **Yes** to the above, you will be required to obtain an Environmental Development Permit.

**A Building Permit will not be issued until this is addressed.**

b. **Geohazard Report?**

Does this site need a site-specific geotechnical report as listed on title?  Yes  No

If **YES**, have you provided a site-specific geohazard report?  Yes  No

*([Assistance to Developers and Building Permit Applicants Undertaking Landslide Hazard Assessments](#))*

Note: The Building Inspector may ask for a geotechnical report even if there isn't one registered on title, based on site conditions or where the home is placed on the lot.

If you answered **Yes** to the above, you will be required to obtain a Geohazard Development Permit.

**A Building Permit will not be issued until this is addressed.**

c. **Fire Interface?**

Is this building within the District of Mission's [Fire Interface Development Permit Area: Map 17 Fire Interface DP Area](#) (OCP Bylaw 5670-2017, Appendix C)?  Yes  No

If **YES**, have you designed your building to comply with the District of Mission's [Fire Interface Guidelines](#)?  Yes  No

If you answered **Yes** to the above, you will be required to obtain and address any design issues in a Fire Interface Development Permit.

**A Building Permit will not be issued until this is addressed.**

<b>Name of Owner or Agent</b> (please print)	<b>Signature</b>	<b>Date</b>
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**DESIGNER MUST COMPLETE THIS PORTION**

**Form and Character Development Permit**

Does the development address the requirements of the Form and Character Development Permit and with all restrictive covenant(s) listed on title?

If NO, please explain.

NOTE: Depending on the restrictive covenant, there may be instances where the District cannot consider modifications.

**Designer's Recommendation:**  Approve  Deny  Request Modification

<b>Name of Designer</b> (please print)	<b>Signature</b>	<b>Date</b>
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