



City of Calistoga, Building Department

1232 Washington Street, Calistoga CA 94515

Email: building@calistogaca.gov

Main line/ Inspection line: (707)-942-2827

Online permit portal link: <https://www4.citizenserve.com/Portal/PortalController?Action=showApplyPermitPage&type=Permit>

RETAINING WALL CHECKLIST

How to Submit Your Application:

1. Go to the Online Permit Center.
2. Scroll to the middle of the page and select “**Apply for a Permit.**”
3. Log in to your existing account or register for a new one.
4. **Application Type:** Building
 - **Sub Type:** Accessory Structure – Swimming Pool/Spa
 - **Work Description:** Provide a brief summary of the proposed pool and/or spa installation
 - **Project Address:** Enter the address number and street name only (If located within city limits, the full address should autofill)
 - **Property Owner Email:** Enter the owner’s valid email address
 - Complete the remainder of the application as prompted
5. **Required Document Upload:** Under **Related Documents**, upload the following:
 - Full plan set (combined into one PDF file)
 - Construction documents and supporting materials (uploaded individually as needed)

Site Plan Including:

- Title Page
- Site plan depicting setbacks as required per CMC 17.38.050
- Civil/ Grading Drawings with grade elevations (top of wall, bottom of wall, bottom of footing, existing and modified grades, surface and subsurface drainage systems including inverted elevations, pipe sizes and types)
- Exterior wall elevations
- Retaining wall cross sections and applicable details and notes
- Foundation Plan, Footing, and Rebar Details

Supplemental Documents:

- Structural calculations, if applicable
- Geotechnical report, if applicable
- Completed [Pool Safely Notice](#)
- Completed [Agent Authorization Form](#), if applicable