REMINDER

Retaining Walls: Inspection and Reporting Requirements

RCNY §103-09 and Local Law 37/08, effective January 1, 2014, requires owners of properties with a retaining wall or part of a retaining wall which is at least ten feet high and faces a public right of way such as a sidewalk or entrance must have a condition assessment of this wall conducted every five years and the assessment report submitted to the Department of Buildings by a licensed engineer who has a minimum of three years relevant experience.

Reports/Submittals

Retaining walls which meet the above criteria must be inspected once every five years or more if a serious safety issue exists. Reports are submitted electronically in a digital format. The Department will send an email to the relevant parties for notification of acceptance or rejection of a report.

Submitted reports must certify one of the following conditions:

- Safe
- Safe with minor repair and maintenance
- Safe with repair and/or engineer monitoring
- Unsafe

Fees + Civil Penalties

- Initial Filing: $355
- Amended Filing: $130
- Application for extension of time to complete repairs: $260
- Civil penalty of $1000 per year for failure to file plus $250 per month until compliance
- Civil penalty of $1000 per month for failure to correct until compliance

Payments

- Make checks or money order payable to the NYC Department of Buildings
- The “Retaining Wall” BIN/WIN number must be written on all checks and money orders
- All checks with completed Retaining Walls Inspection Report Intake (RWIP6) form and the Technical Report (TR16) must be delivered to: NYC Department of Buildings, Retaining Walls Unit, 280 Broadway 4th floor, New York, NY 10007

Useful Links:

LL 37/08
RCNY §103-09
NYC Administrative Code Section 28-305
Retaining Wall Forms

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build safe  live safe