Retaining Wall Report Filing Process

Owners of retaining walls that are 10 feet or higher and fronting a public right of way are required by NYC Administrative Code §28-305.4 to hire a NYS licensed professional engineer who is designated by the Department of Buildings as a Qualified Retaining Wall Inspector (QRWI) to inspect the structure at least once every five years and file a report with DOB according to the schedule set out in 1 RCNY §103-09. Cycle 2 ends on December 31, 2023.

Report Submission

1. Request an invoice for the report that is being filed by emailing the Retaining Walls Unit to **LretainingWalls@buildings.nyc.gov** with the Subject Line **Request for Invoice for BIN/Address/Report Type** where Report Type is Initial, Amended, Subsequent, or Extension. Or visit the Retaining Wall Unit at 280 Broadway, 4th floor to request an invoice in-person. Specify the type of report you intend to file.

2. Bring the invoice and payment to the Central Cashier at **280 Broadway, 1st Floor Atrium**. Payments can be made by credit card, checks and money orders.

   NOTE: Credit card payments carry a 2.00% convenience fee, which is assessed on the total payment amount due. The convenience fee is non-refundable.

3. Save the Report in PDF format with the name BIN-Address-Report Type where Report Type is Initial, Amended, Subsequent, or Extension.

4. Email the receipt for the payment along with the report to the Retaining Wall Unit at **LretainingWalls@buildings.nyc.gov** with the Subject Line **Cycle 2 Report for BIN/Address/Report Type** where Report Type is Initial, Amended, Subsequent, or Extension. Only one report per email may be submitted.

Report Filing Fees

- Initial Filing..**$355**
- Amended/Subsequent Filing **$130**
- Application for Extension of Time to Complete Repairs..**$260**

Retaining Wall Information

Additional information about Retaining Wall inspection requirements is available at **nyc.gov/buildings**.