

SERVICE NOTICE

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 **\$335**
- 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.