

# REMINDER

## Retaining Walls: Inspection and Reporting Requirements

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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 4<sup>th</sup> floor, New York, NY 10007**

### Useful Links:

[LL 37/08](#)  
[RCNY §103-09](#)  
[NYC Administrative Code Section 28-305](#)  
[Retaining Wall Forms](#)

Bill de Blasio, Mayor  
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