

General Procedures

The purpose of the Building Department and Fire Marshal's Office is to ensure the quality of life of those who live, work and visit the City of Rockwall by promoting safety in the construction, use and occupancy of buildings throughout Rockwall. These departments are committed in assisting developers and builders create homes and businesses that provide a safe and livable environment. We ensure that state and local codes are followed in order to enhance the quality of life and preserve the natural environment for current and future generations.

In order to ensure the development review process is understood by all applicants, the City has prepared the following packet and checklist outlining the steps necessary to make application and proceed through the review process.

The Development Team is an essential component for successful progression through the development process.

Successful private development teams:

- Have a designated project manager from the lead engineering or architectural firm who is responsible for ensuring that timelines are met, submittals are complete, submittals meet published requirements and design guidelines, and City review comments are adequately addressed.
- Communicate among themselves and with City Staff frequently via email (preferred) or telephone. Face to face meetings with City Staff must be scheduled in advance and include an agenda so City Staff can prepare for a productive and efficient meeting.
- Follow City Staff advice on Code interpretation and issues not Code related. City Council has charged Staff to enable development to occur safely and efficiently.

To ensure a smooth review for the applicant, it is recommended that a pre-design conference be held between the Development Team and City staff prior to the application submission. Once a building permit submittal is accepted, the Building Department coordinates the Building review process.

Please review the information provided in this section carefully. It is recommended that applicants become familiar with all ordinances that apply to development in the City. As you prepare your drawings and information for submittal, please feel free to contact the Building Department staff at (972) 771-7709 or Fire Department Staff at (972) 771-7770 to assist you in preparing a complete application package.