

Building Plan Review and Release Information

Prior to Building Plan Submission

Schedule and Attend a Pre-Application Meeting – First. Contact the Planning Department to schedule your pre-application meeting and have a City Case Manager assigned to your project.

Obtain Site Plan and Engineering Plan Approval. Ensure that you have a stamped approved copy of the project Site Plan and Engineering Plans. A copy of the Site Plan must be included in the Building permit submittal. Ensure every item included in the Building Plan Submittal Application is addressed on the Building Plans prior to submittal.

Obtain Information on Adopted Codes and Amendments. The City of Rockwall currently utilizes the 2009 International Codes. City of Rockwall amendments to the ICC Codes is available for download on the Building Department webpage www.rockwall.com. The 2009 IFC code amendments are available for download on the Fire Department webpage www.rockwall.com. The Fire Department standards can be found in the Fire Marshal's Office Polices and Guidelines document. This document is available for download on the Fire Department webpage www.rockwall.com.

Request a Pre-Design Meeting. Although not required, a pre-design meeting between the development team and Building and Fire Department staff allows the development team to ask specific building-related questions and allows Building and Fire Department staff to share its institutional knowledge before significant design effort is expended.

Building Plan Review Details

Initial Building Plan Submittal. After your Site Plan and Engineering Plans are approved, you may submit for Building Plan Review to the Building Department, located in City Hall at 385 South Goliad.

The submittal will be reviewed for completeness by the Building Department in accordance with the submittal checklist at the end of this document. If the submittal is incomplete, it will be immediately rejected and returned without review. If the submittal is complete, it will be routed to the Building and Fire Departments for City Staff review. **The first review normally takes 10 business days.** Staff will notify the Development Team when the review has been completed and will provide a unified list of any review comments that need to be addressed.

Subsequent Building Plan Submittals. Each resubmittal must comply with the Building Plan Submittal Requirements Checklist including written reply to all review comments. Review of subsequent submittals normally takes **10 business days** per submittal.

Aid to a Quick Review for Subsequent Submittals. Address each of City comments in writing including the explanation on how the comment was address and indicate which sheet reflects the explanation.

Building Plan Review Status. The status of a Building plan review may be checked on-line at the City's development website at www.rockwall.com/ETrakIT using the development specific user ID. See E-TrakIT Step by Step Process for detail instructions.

Other Plan Approvals, Documents, and Permits Required. The following plans and permits must be approved separately prior to full release of Building Plans for construction:

- Site Plan.** A Site Plan is required on most projects. This plan shall be submitted separately to and approved by the Planning and Zoning Department.
- Landscape Plan.** A Landscape Plan is required on most projects. This plan shall be submitted separately to and approved by the Planning and Zoning Department.
- Tree Preservation Plan.** A Tree Preservation Plan is required on most projects. This plan shall be submitted separately to and approved by the Planning and Zoning Department.
- Irrigation Plan.** Irrigation plans should be submitted separately to and approved by Building Inspection.
- Engineering Plans.** Engineering Plans are required on most projects. These plans shall be submitted separately to and approved by the Engineering Department.
- Project Specific Permits and Documents.** During Engineering Plan review, the Engineering Department will inform the development team if any other letter(s) of permission or permits from adjacent property owners and/or other public agencies (i.e., TxDOT, NTMWD, COE, FEMA, etc.), are required. Such documents include off-site easements, facilities agreements, wetland determination, cross-access easements, FEMA CLOMR and LOMR, and TxDOT access and crossing permits.

Expiration of Building Plans: The acceptance of an administratively complete building plan submittal application is considered a permit under the Local Government Code, Chapter 245. Said permit shall expire one year after acceptance of administratively complete application unless progress is being made toward completion of the project. If the permit expires, a new building plan submittal application will be required under current design standards and ordinances, which shall include submission of additional fees.

Revisions to Approved Building Plans: If changes to the approved set of Building Plans are needed during construction, they must be submitted to the Building Department for review and release. All revisions shall be “clouded” and the revision number and date shall be indicated.