



## Residential New Construction Submittal Checklist

### Required Construction Codes:

2021 International Residential Code, with Local amendments.  
2021 International Energy conservation Code with local amendments

### Permit Requirements:

The City of Rockwall uses a 'Permit Validation System', which requires the General Contractor to validate (or list) the sub-contractors (Mechanical, Electrical and Plumbing) on the Building Permit Application. If the M-E-P subs have not yet been determined at time of submittal, please list as "TBD" (to be determined). The GC and all sub-contractors must be licensed and currently registered with the City of Rockwall to be 'validated' prior to the final approval of permit. A building permit application will not be accepted if the application is incomplete.

Submit permit online through the **CityWorks Portal** at <https://cityworks.rockwall.com/PublicAccess/login>. If you are unable to submit online, you must submit at the counter with a USB drive containing a full digital set of all required plans and documents as listed here.

If the property is an **Infill Lot** in an *Established Subdivision* or *within 500 ft thereof*, then a **Specific Use Permit (SUP)** is required which must be obtained through our **Planning & Zoning Dept** prior to the Building Permit Application submittal. SUP Application submittals are accepted monthly on pre-determined scheduled dates. Please contact the Planning & Zoning at [planning@rockwall.com](mailto:planning@rockwall.com) or at 972-771-7745 to obtain an **SUP Application Packet** and to discuss any questions you may have about the SUP application process.

### The following items must be submitted at the time of permit application AND meet code requirements.

- Plans** designed by an Architect or 'approved' designer. Structural plans must be sealed by a State of Texas Professional Engineer.
- Plot plan**/property survey with proposed project shown.
  - o Show the location of the proposed A/C unit on the plot plan.
  - o Add the 2 general notes: "Builder to ensure that grading between the side yard drainage swale and the A/C unit does not exceed 4:1 slopes" and "Builder to ensure that the A/C unit does not interfere with the side yard drainage swale"
  - o Show the location of any proposed fencing on the plot plan. Ensure proposed fencing does not encroach into any easements.
  - o Ensure all tree plantings, retaining walls, and other structures do not encroach into any easements.
  - o Show the location of any inlets, fire hydrants, or manholes on the plot plan.
- Grading Plan** prepared by a Texas Licensed Engineer (may be integrated with the Plot Plan).
  - o Grading plan must include building finished pad elevation and finished floor elevation.
  - o Grading plan must include spot elevations around the property and drainage arrows.
  - o Culverts (if required) must be engineered and meet the City's minimum requirements: 18" RCP Culvert.
- Plumbing, Mechanical, and Electrical design.** The mechanical design can be limited to the location of HVAC units with location of exhaust fans. The plumbing design can be limited to the location of fixtures and sizing of the water and gas supply lines. Electrical outlet location and service size and location. Location of smoke detectors in accordance with the 2021 IRC. Location of carbon monoxide alarms in accordance with the 2021 IRC.
- Engineered Shear Wall plan and Foundation plan** prepared and sealed by a State of Texas Professional Engineer.
- Engineer's Letter** stating that the foundation was designed for the Soil Conditions of the lot. The letter must also state that the foundation design criteria comply with the requirements of the 2021 International Residential Code.
- Energy Code Plan Review** (3rd party certified) must comply with the 2021 International Energy Conservation Code.
- Residential Building Permit Application Form** (attached) completed and signed.
- Residential New Construction Submittal Checklist** completed and signed (THIS FORM).

This form must be signed and dated as the Builders acknowledgment that all required documentation being submitted has been reviewed prior to submittal to ensure that all plans and reports comply with the adopted building codes as stated on this checklist. Errors or omissions will be considered an incomplete application resulting in a rejected application and/or unnecessary delays in the processing and approval of your building permit application.

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_



# BUILDING PERMIT APPLICATION

City of Rockwall  
Building Inspections Department  
385 S. Goliad Street  
Rockwall, Texas 75087

**APPLICANT OR AGENT SIGNATURE REQUIRED**

**CERTIFICATION:** I HEREBY ACCEPT ALL CONDITIONS ON THIS APPLICATION FORM AND CERTIFY THAT ALL STATEMENTS RECORDED HEREIN BY ME ARE TRUE.

AGENT OR APPLICANT

DATE

**NOTICE TO APPLICANTS.** This permit is issued on the basis of information furnished in this application and on any submitted plans, and is subject to the provisions in addition, requirements of the City of Rockwall code of ordinances and any other applicable ordinance. This permit is issued only for the purpose of allowing construction of a building or structure conforming to the codes and ordinances of the city, regardless of information and/or plans submitted.

**SCOPE OF PERMIT.** For new buildings and for additions to existing buildings, this permit authorizes structural, plumbing, electrical, mechanical, and work to be performed in the construction of the building or structure at this address, if done at the same time of initial construction. No separate subcontractor permits are needed for those trades. However, the permit holder is required to use only subcontractors' licenses, registered, or bonded by the City of Rockwall where such requirement is applicable.

**INSPECTION.** To schedule an inspection, go to [www.rockwall.com/buildinginspections/inspectionreq.asp](http://www.rockwall.com/buildinginspections/inspectionreq.asp).

## PROPERTY INFORMATION [PLEASE PRINT]

Construction Address  Zoning   
Subdivision  Lot  Block   
General Location

## PROPERTY OWNER INFORMATION PRIMARY CONTACT [ ]

Name  Phone   
Mailing Address  City  State  Zip Code   
Email

## GENERAL CONTRACTOR INFORMATION PRIMARY CONTACT [ ]

Name  Phone   
Mailing Address  City  State  Zip Code   
Email

## ELECTRICAL CONTRACTOR INFORMATION

Name  Phone   
Mailing Address  City  State  Zip Code   
Email

## PLUMBING CONTRACTOR INFORMATION

Name  Phone   
Mailing Address  City  State  Zip Code   
Email

## MECHANICAL CONTRACTOR INFORMATION

Name  Phone   
Mailing Address  City  State  Zip Code   
Email

## BUILDING PERMIT INFORMATION

1 <sup>ST</sup> Floor	<input type="text"/> SF	2 <sup>ND</sup> Floor	<input type="text"/> SF	Garage	<input type="text"/> SF	Covered Porch	<input type="text"/> SF	Covered Patio	<input type="text"/> SF
Total SF	<input type="text"/> SF	Height	<input type="text"/> FT	Lot Size	<input type="text"/> SF	Plan #	<input type="text"/>		

Estimated Value \$  Commercial Value ONLY; Residential is NOT required to provide estimated value.

Project Description

Is the subject property located with the flood hazard area? Yes [ ] No [ ] Required lowest floor elevation is: