



**CITY OF ROCKPORT  
BUILDING INSPECTION DEPARTMENT  
PLAN SUBMITTAL PROCEDURES  
REFERENCE 2018 INTERNATIONAL CODES**

Plans submitted for plan review to the City of Rockport Building Inspection Department shall comply with the following:

1. One set of drawings, specifications, computations, or other data are required. Each set shall be arranged in a like manner, stapled, and rolled up (**not folded**).
2. Plans shall be drawn to scale, dimensioned, have a description of work and the materials to be used.
3. Plans shall be drawn with sufficient clarity and detail to indicate the nature and character of the work.
4. Plans shall state the legal address, and name and signature of the person responsible for the design.
5. The following plans are required for new construction and additions to existing structures.

- |                    |                                                 |
|--------------------|-------------------------------------------------|
| A. Site Plan       | E. Roof Plan                                    |
| B. Tree Survey     | F. Sections and Details (framing)               |
| C. Foundation Plan | G. Door and Window Schedules                    |
| D. Floor Plan      | H. Mechanical, Electrical, Plumbing & Gas Plans |

**\*Site Plan.** The construction documents submitted with the application for permit shall be accompanied by a site plan showing the size and location of new construction and existing structures on the site and distances from lot lines.

6. The seal of a State of Texas registered architect or engineer may be required. One- and two-family dwellings are exempt, except for windstorm design. Since **AUGUST 1, 2006** all plans submitted for approval shall have a structural engineer seal for wind load requirements or shall include a letter from the engineer. In addition, no certificate of occupancy shall be issued without documentation of completion of wind load requirements. If you have any questions, please feel free to contact us.
7. Engineered plans, which are not ready at the time of submittal, (i.e. truss drawings) may be submitted after the permit has been issued but no work pertaining to those drawings may commence until approved by the Building Official.
8. No changes to any approved drawings may be made after a permit has been issued, unless submitted as an addendum and approved by the Building Official.
9. The permit drawings shall be kept at the site of work and shall be open to inspection by the building official or his authorized representative.
10. All plans submitted for review shall have a permit application attached. Applications shall be completely filled out by the applicant and signed.
11. Plan review time is; **ACCORDING TO STATE LAW:**  
Added by Acts 2005, 79<sup>th</sup> Leg., ch. 917 § 1, eff. Sept. 1, 2005. For text of section as added by Acts 2005, 79<sup>th</sup> Leg., ch. 1103, § 1. see § 214.904 post.

**NOTE:** Pursuant to the above referenced state law, a building permit application will be **APPROVED** or **DENIED** within forty-five (45) days. However, the goal of the Building Department is to complete plan(s) review and have a building permit ready to issue within ten (10) business days for one- and two-family residential and twenty (20) business days for all other development. This, however, depends on

the number of applications ahead of you, re-submittal of plan corrections or other requested items (engineering, etc), which may extend the over all time period. You may check on the status of your application by accessing our web site at [www.cityofrockport.com](http://www.cityofrockport.com) and logging onto "BUILDING DEPARTMENT". Your understanding is appreciated.

Revised: 4/02