STEP 1 - DAY 1
Submit application (copies available in the building department) for building permit along with two sets of plans, including site plans, associated documentation and pay appropriate fees (for initial application, plan review fee is due).

NOTE: Allow a minimum of ten (10) working days for review of residential construction plans (one and two family dwellings).
NOTE: Allow a minimum of twenty (20) working days for review of commercial construction plans (includes multi-family & industrial development).
NOTE: If building development crosses multiple lots or multiple lots need to be combined into one lot, plan review may cease until platting/re-platting application is completed (see schedule for plats/re-plats).
NOTE: If proper zoning is not in place, plan review will cease until re-zoning application is completed (see schedule for re-zoning).
NOTE: If a Special Permit is needed by zoning ordinance, plan review will cease until Special Permit application is completed (see schedule for Special Permit).
NOTE: If a tree plan is needed, plan review may cease until tree plan application is completed (see application for Tree Review).

STEP 2 – RESIDENTIAL SITE PLAN REVIEW
Residential site plans shall include details showing location of building on property and any other structures with measurements of building set-backs from all property lines. Copy of plat or survey may be required.

NOTE: Tree plan required if applicable.
NOTE: Elevation certificate required if property is located in a flood zone.

STEP 3 – COMMERCIAL SITE PLAN REVIEW
Commercial site plans shall include details showing location of building or buildings on property with measurements of building set-backs from all property lines, parking layout, drainage plan, and utilities. Copy of plat or survey may be required.

NOTE: Tree plan required if applicable.
NOTE: Parking lot lighting plan details required if applicable.
NOTE: Elevation certificate required if property is located in a flood zone.

STEP 4 – RESIDENTIAL BUILDING PLAN REVIEW
Residential building plans shall include details showing building floor plan, building elevations, window and door schedules, windstorm calculations, and energy efficiency compliance form.
NOTE: Elevation certificate (from site plan) required if property is located in a flood zone.

STEP 5 – COMMERCIAL BUILDING PLAN REVIEW
Commercial building plans shall include details showing building floor plan, building elevations, window and door schedules, all exits and related nomenclature, fire resistance construction details if applicable, windstorm calculations, energy efficiency compliance form, and utility layout.

NOTE: Accessibility barrier (ADA) compliance report from the state if applicable.
NOTE: Outside building lighting plan details required if applicable.
NOTE: Elevation certificate (from site plan) required if property is located in a flood zone.
NOTE: For demolition permits, asbestos survey report due.

STEP 6 - DAY 10 OF RESIDENTIAL PLAN REVIEW
Barring no difficulties or hold-ups, plan review should be completed. Permit fees and impact fees (if applicable) are calculated. Applicant notified to pick up permit.

NOTE: Permit fee calculations are based on construction valuation of the building, including costs for electrical, mechanical, plumbing and other related construction costs associated with a complete project.
NOTE: Impact fees are for water & sewer and are based upon water and sewer living unit equivalents. Calculations and use tables are derived from Article XI Wastewater and Water Impact Fees, Chapter 22, Rockport Code of Ordinances.

STEP 7 - DAY 20 OF COMMERCIAL PLAN REVIEW
Barring no difficulties or hold-ups, plan review completed. Permit fees and impact fees (if applicable) are calculated. Applicant notified to pick up permit.

NOTE: Permit fee calculations are based on construction valuation of the building, including costs for electrical, mechanical, plumbing and other related construction costs associated with a complete project.
NOTE: Impact fees are for water & sewer and are based upon water and sewer living unit equivalents. Calculations and use tables are derived from Article XI Wastewater and Water Impact Fees, Chapter 22, Rockport Code of Ordinances.

STEP 8 – ISSUE PERMIT
Applicant will pick up permit and receive back one set of plans stamped “REVIEWED”. Applicant will pay all associated fees and receive a copy of the receipt for such transaction. Should a permit not be picked up within 180 days after filing, the application and plans will be disposed of.