



## 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.
  - Show the location of the proposed A/C unit on the plot plan.
  - 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"
  - Show the location of any proposed fencing on the plot plan. Ensure proposed fencing does not encroach into any easements.
  - Ensure all tree plantings, retaining walls, and other structures do not encroach into any easements.
  - 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).
  - Grading plan must include building finished pad elevation and finished floor elevation.
  - Grading plan must include spot elevations around the property and drainage arrows.
  - 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: \_\_\_\_\_