

## Step-By-Step Process for Permitting Commercial Structures

### **New Commercial Structures**

New structure is a new building, to be placed on an undeveloped piece of land for commercial use. The zoning process should be complete and the civil plans should be approved and released prior to submitting the building plans.

### **Finish Out**

Finish out is a space in an existing building that will be used for commercial use. The shell building should be substantially complete and civil work done prior to submitting building plans.

1. **Approvals** All Prerequisite approvals have been obtained. The Site Plan and Engineering plans shall be approved prior to building plans submitted.
2. **Application** Submit application form, required drawings, and any other additional documentation. (See submittal requirements in this Section).
3. **Plan Review** The plans will be reviewed by all City of Rockwall Development team within 10 business days and comments will be sent out. You can access E-TrakIT to review any comments prior to the official letter on the 10<sup>th</sup> day. (See E-TrakIT in this Section) .
4. **Revisions Submitted** Once revisions have been submitted (always re-submit full sets with a written response) they will be reviewed with in 5 business days. If further comments are needed, they will be sent out and this step repeated.
5. **Approval** Once all departments have signed off on all revisions, your status will be approved. The Permit Tech will verify that all contractors are listed on the permit and have registered with the City of Rockwall. They will calculate fees and the Permit Tech will contacted you to schedule a pre-construction meeting.
6. **Pre-construction meeting** The pre-construction meeting is designed to provide important information about the inspection process to the General Contractor and/or Site Superintendent. It is recommended that the General Contractor/Superintendent attend the meeting, sub-contractors are also welcome.
7. **Inspection Process** The field inspection process begins. The Building Department inspectors are combination inspectors for all trades. Each other City Department have their own inspectors. You will be assigned one inspector who will be with you thru out the entire project from both the Building and Fire Departments. (See Inspection Summary sheets in this Section)
8. **Apply for Certificate of Occupancy.** An application for a Certificate of Occupancy must be submitted to the Building Inspection Department at least 10 working days prior to Phase VI / C.O. inspection.
9. **Certificate Of Occupancy** When all departments have approved their final inspection, approved the Certificate of Occupancy Inspection, and the \$75 fee has been paid, a Certificate of Occupancy will be issued and the business can open.