



DEPARTMENT OF BUILDING & DEVELOPMENT
2751 SH 35 Bypass – ROCKPORT, TEXAS 78382
(361)-790-1125 – FAX # (361)-729-6476
INSPECTION REQUEST LINE (361)-790-1177

CONTRACTORS REGISTRATION (CHECK ALL THAT APPLIES)
PLEASE PRINT

BUILDING **ELECTRICAL** **PLUMBING** **MECHANICAL** **IRRIGATOR**

Name: _____

Business Name: _____

Business Address: _____

City: _____ State: _____ Zip: _____

Business Phone: _____ Fax #: _____

Cell Phone # _____

STATE ISSUED LICENSE # (Electrical, Plumbing, Mechanical, Irrigator) _____

E-Mail address: _____

Applicants Signature: _____

When completed and signed, this is your Contractors Registration. Keep in a safe place.

FOR OFFICE USE ONLY ----- DO NOT WRITE BELOW THIS LINE

Registration # _____ Expires _____

Date Issued _____ (\$100.00 fee Building Contractors only)

Issued by: _____



**CITY OF ROCKPORT
BUILDING INSPECTION DEPARTMENT
PLAN SUBMITTAL PROCEDURES
REFERENCE 2009 INTERNATIONAL CODES**

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

1. Two identical sets 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
 - B. Tree Survey
 - C. Foundation Plan
 - D. Floor Plan
 - E. Roof Plan
 - F. Sections and Details (framing)
 - G. Door and Window Schedules
 - 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, 79th Leg., ch. 917 § 1, eff. Sept. 1, 2005. For text of section as added by Acts 2005, 79th 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 and logging onto "BUILDING DEPARTMENT". Your understanding is appreciated.

Revised: 4/02



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INSPECTION REQUEST LINE (361)790 -1177

NOTICE

PERMITS MUST BE POSTED ON THE
JOBSITE WHILE WORK IS IN
PROGRESS. AN INSPECTION WILL NOT
BE MADE WITHOUT THE PERMIT
POSTED !!!!!!!!



CITY OF ROCKPORT
Building Inspection Department
BUILDING INSPECTION PROCEDURES

1. INSPECTIONS SHALL BE CALLED IN **“ONLY”** BY THE APPROPRIATE CONTRACTOR.
2. Permits must be posted at the jobsite at a location visible from the street and protected from the weather until all work has been finalized by the Building Inspector.
3. Street address numbers shall be posted and visible from the street at all times.
4. The [stamped] CITY APPROVED set of plans must be available to the Building Inspector when making an inspection.
5. You may schedule a same-day inspection by calling the Building Inspection Department’s 24-hour Inspection Request Line no later than 9:00 A.M. of the day you need the inspection.

The Inspection Request Line number is: 790-1177

When calling to schedule an inspection, please have the following information ready:

- [a] Contractor’s name.
- [b] Type of inspection requested.
- [c] Address of the job.
- [d] Permit number.
- [e] Date inspection is needed.

All of the above requirements must be met before an inspection can be made.

REQUIRED INSPECTIONS

The following inspections are listed in chronological order and explain what type of inspection to call for and when to call for it. Not all will apply on every project and the order may vary slightly depending on site-specific conditions. Use this list as an aid to avoid any timely delays.

- [1] Building Setback Inspection: can be made at time of foundation inspection or plumbing rough-in, after forms are erected and before concrete is placed.
- [2] Plumbing Underground Inspection: After trenches or ditches are excavated, piping installed and before backfill is placed. A test is part of this inspection.
- [3] Electrical Underground Inspection: After trenches or ditches are excavated, conduit is installed and before backfill is placed.
- [4] Gas Underground Inspection: After trenches or ditches are excavated, piping installed and before backfill is placed.
- [5] Mechanical Underground Inspection: After trenches or ditches are excavated, underground duct and fuel piping installed and before any backfill is placed.

- [6] Building Foundation Inspection: After forms are erected, trenches are excavated, and steel is placed.
- [7] Plumbing Rough-in/Top-out Inspection: After the roof, all framing, fireblocking and bracing is in place and all soil, waste and vent piping is complete and prior to the installation of wall or ceiling membranes. A test is part of this inspection.
- [8] Electrical Rough-in Inspection: After the roof, all framing, fireblocking and bracing is in place and all wiring that will be concealed is in place and prior to the installation of wall or ceiling membranes.
- [9] Gas Rough-in Inspection: After all new piping has been installed and prior to the installation of wall or ceiling membranes and before any fixture or gas appliances have been connected. This inspection shall include a pressure test.
- [10] Mechanical Rough-in Inspection: After the roof, all framing, fire-blocking and bracing is in place and all ducting and other concealed components are complete, and prior to the installation of wall or ceiling membranes.
- [11] Building Framing Inspection: After the roof, all framing, fire-blocking, bracing and sheathing is in place, and before concealing any wiring, pipes, chimneys, vents or ducts. This inspection can be done only after the electrical, plumbing and mechanical inspections have been made.
- [12] Plumbing Final Inspection: After the building is complete, all plumbing fixtures are in place and properly connected.
- [13] Electrical Working Power: After the building is complete, all required electrical fixtures are in place and properly connected or protected and the structure is ready for occupancy – **Contractor must sign acknowledgement form prior to inspection.**
- [14] Mechanical Final Inspection: After the building is complete, the mechanical system is in place, properly connected and operable and the structure is ready for occupancy.
- [15] Gas Final Inspection: After all piping authorized by the permit has been installed and concealed by wall and/or ceiling membranes and before any fixture or gas appliance has been connected. This inspection shall include a pressure test.
- [16] Electrical Final – After meter is installed at service and house is ready for occupancy.
- [17] FINAL BUILDING INSPECTION: After all required inspections have been made and the building is completed and ready for occupancy.
PERMANENT ADDRESS SHALL BE DISPLAYED AT THIS TIME.

There are OCCASIONS where an engineer’s inspection may be substituted for a city inspection.

1. When a foundation plan is sealed by a Texas licensed engineer and that engineer performs the foundation inspection. Certificate of inspection is required.
2. Nailing pattern for sheathing. Certificate required.
3. Portions of the structure where the plans have been sealed and inspected by the engineer.

NOTE: EVEN WHEN A FOUNDATION PLAN IS SEALED, A SETBACK INSPECTION IS STILL REQUIRED.



City of Rockport

IMPORTANT NOTICE – Inspection Request Line

Effective: Monday, March 24, 1997, at 8:00 A.M.

In an effort to provide improved customer service, the Building Inspection Department has a phone number dedicated for the receipt of inspection requests only.

Any person, who has “pulled” a permit and needs to schedule an inspection, will simply call **790-1177**. You will receive a prerecorded announcement asking for the permit number, address of the work, and type of inspection desired and day the inspections requested for. We will retrieve the recorded inspection requests from the Inspection Request Line after 9:00 A.M. each day.

Our main phone number [**790-1125**] will not be affected, and anyone having difficulty using the new service is encouraged to call the main number to schedule your inspection.

It is our commitment to you the customer, to continue seeking and implementing ways to make your experience as hassle-free as possible. If you have any questions or comments about this new service, please contact the Building Official.



CURRENT CODES USED IN THE CITY OF ROCKPORT

The following codes have been adopted by ordinance in the City of Rockport:

2009 International Building Code [IBC]

2009 Standard Fire Prevention Code [SBCC]

2009 International Gas Code [IGC]

2009 International Mechanical Code [IMC]

2009 International Plumbing Code [IPC]

2009 International Residential Code (IRC)

2008 National Electrical Code [NEC]

The next International Code cycle is in 2012.

If you need to purchase copies of any code publications, contact the following organizations:

For the International Codes:

Southern Building Code Congress International [SBCCI]

900 Montclair Road

Birmingham, Alabama 35213-1206

For the National Electrical Codes:

National Fire Protection Association, Inc. [NFPA]

Batterymarch Park

Quincy, MA 02269

800-344-3555



CITY OF ROCKPORT BUILDING INSPECTION DEPARTMENT GENERAL REQUIREMENTS

The following requirements apply to all new construction, additions, remodels and repairs of both residential and commercial work in the city limits of Rockport and the extraterritorial jurisdiction.

1. When applicable, permits are required in the City of Rockport and the extraterritorial jurisdiction [ETJ], which extends 1-mile outward from the city limits. It is the responsibility of the person applying for a permit, to make sure the work is located in our jurisdiction.
2. Permit applicants shall provide the name and address of the property owner, when making application for a permit.
3. Permit applicants shall be a resident of the property [homesteader], or a licensed contractor in the city and/or state. Homesteaders who do work on their own homes are required to obtain a permit.
4. Applications shall be completely filled out by the applicant or they will not be received.
5. No person shall combine work on separately platted parcels of property, on one permit.
6. No change in the occupancy, nature or use of an existing building or portion of building shall be made, until the Building Official has issued a Certificate of Occupancy. Permits and plans are required, S.B.C. Sec. 106.1.1.
7. Work on commercial structures shall be done only by licensed professional contractors.
8. Work requiring a permit shall not commence until the permit holder or his agent has posted the permit in a conspicuous place on the premises [visible from the street]. The permit shall be protected from the weather, and remain there until the Certificate of Occupancy has been issued or all work has been finished. S.B.C. Sec.105.5. No inspection will be made when a permit has not been posted.
9. When calling to schedule an inspection, you may call the Inspection Request Line 24 hours a day at **790-1177**, or our main number at **790-1125**.
10. In order to receive a same day inspection, you must call no later than 9:00 A.M. Inspection requests received after this time will be scheduled for the next working day. Inspections are scheduled according to route of travel and not on a "first-come, first-served" basis.

11. It is the responsibility of the permit holder or his agent to know when to call for an inspection and what inspections have already been made [See handout titled Building Inspection Procedures].
12. **No work shall commence** until the “911” **address numbers** have been conspicuously posted on site, and clearly visible from a public way. An inspection may be delayed or canceled if numbers are not posted.
13. Portable restroom facilities shall be located on site prior to the start of any new construction, or inspections will not be made.
14. Property lines shall be clearly marked [string-lined] on sites of all new construction and additions, or a foundation inspection will not be made.
15. Framing inspections shall not be called for until all other rough inspections have been made and approved [See handout titled BUILDING INSPECTION PROCEDURES].
16. After final inspections have been made, it is the responsibility of the property owner to contact the appropriate utility companies to set up an account. You must have an account set up or you won't receive any service connections.
17. Any work commencing before a permit is issued will be subject to a penalty of 400% of the usual permit fee, but not less than \$250.00 unless approved by the Building Official.
18. When an inspection is made and it is found that additional work has been done which was not covered under the permit, and the associated fees have not been collected, the inspection will be canceled and a penalty of 400% of the total permit fees but not less than \$250.00, will be assessed.
19. No person or company owing any money to the City of Rockport Building Inspection Department as a result of fines assessed, will be allowed to schedule any inspections or pull any new permits, until such fines have been paid in full.
20. A reinspection fee may be assessed if work pertaining to a scheduled inspection is not ready, and our office has not been notified in advance.
21. Any person, agent, firm or corporation who shall violate any provisions of the codes, or fail to comply with any of the requirements thereof, shall be guilty of a misdemeanor, punishable by a fine of up to \$500.00 upon conviction.



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INSPECTION PROCEDURES FOR RECONNECTION OF EXISTING ELECTRICAL SERVICES

Required: Whenever the meter has been removed by AEP or the drop has been cut, a service inspection is required. No inspection is required when meter has been disconnected by turning the meter in the base.

Electrician required: Whenever a service inspection is required, a permit shall first be obtained by a City of Rockport licensed electrician.

Exceptions:

1. Homeowner living in residence of homestead may obtain a permit and perform work on his/her residence and request inspections.
2. When a licensed electrician inspects the service and no work is necessary the electrician shall inform the building department and furnish the necessary information for the service release. No permit is required.

Release: After the inspection, when the inspector finds the service satisfactory, the building department shall issue a release to CPL.

Areas to be considered during inspection:

1. Grounding and bonding
2. General condition of service
3. Ampacity and condition of conductors
4. Overcurrent protection devices
5. Conduits, risers and other raceways