

# City of Rockwall

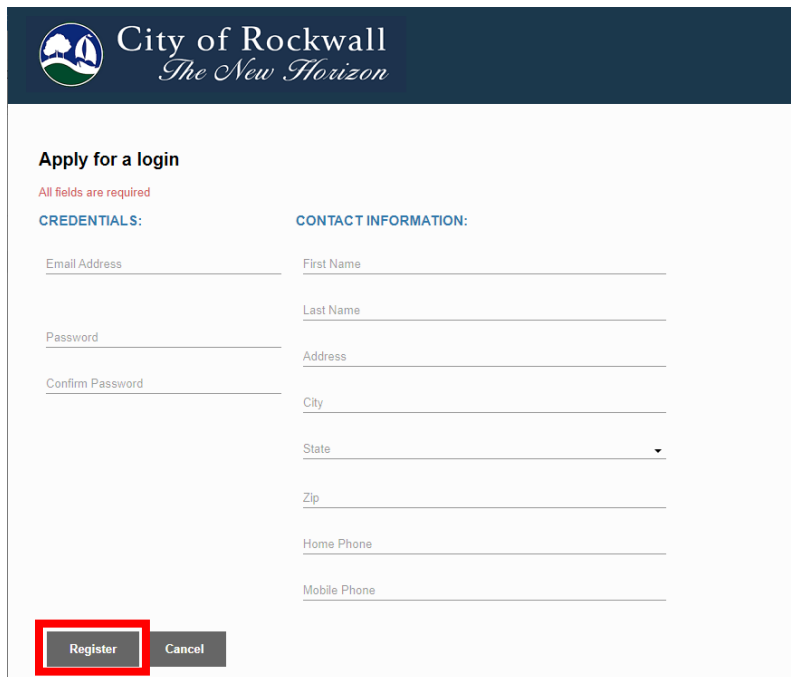
## Public Access Portal- Permits

### Portal Account Creation

The City of Rockwall is moving to an online portal for permits and registrations. In order to apply for permits and registrations online, users must create an account with the City's new Public Access Portal. To create an account click the [Sign Up](#) button found on the portal's login page. If you already have a portal login, then proceed to [Create Application](#).



The online portal works best with **Firefox, Chrome, or Safari** browsers. Using Internet Explorer or Edge may cause unknown errors during login or during the application process.

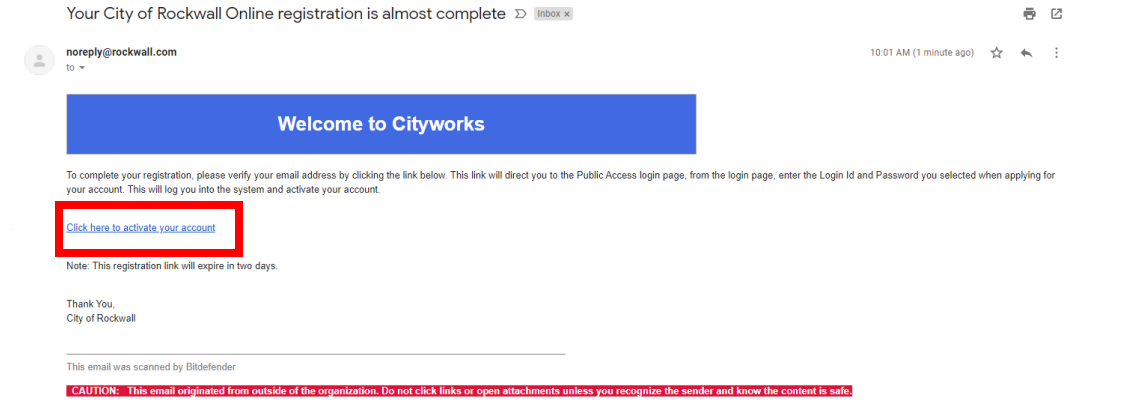


Please enter a valid email, password, and listed contact information. Email addresses must be unique in the system, if you have already signed up for an account with a given email, the system will prompt you to enter a new unique email address. Before clicking the Register button in the bottom left corner, please ensure your email has been spelled correctly as you will be sent a verification email to complete your registration.

Upon completion of your registration you will receive an automated verification email.



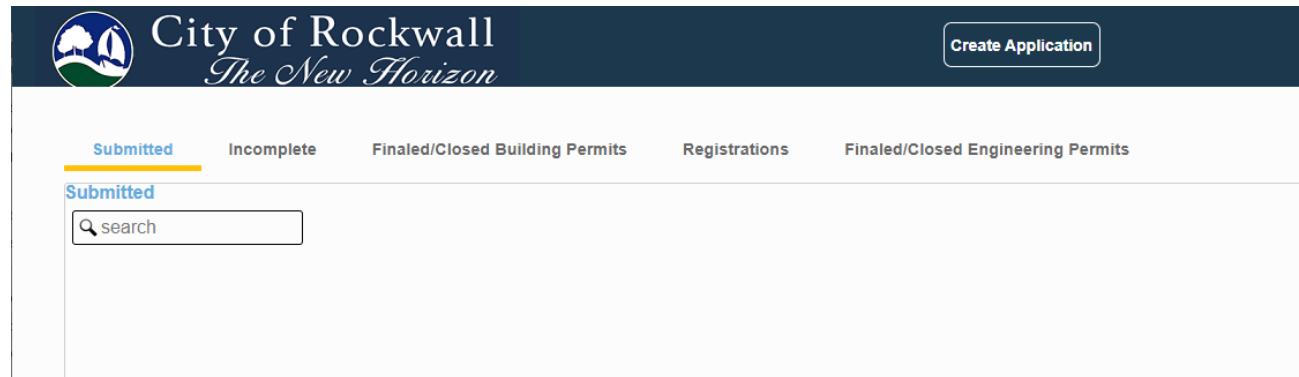
Please click the activation link in the email to finish the set up of your online portal account.



The link will bring you to the portal login. Once you have logged in using your credentials, your account creation is complete and you may start your permit or registration applications.

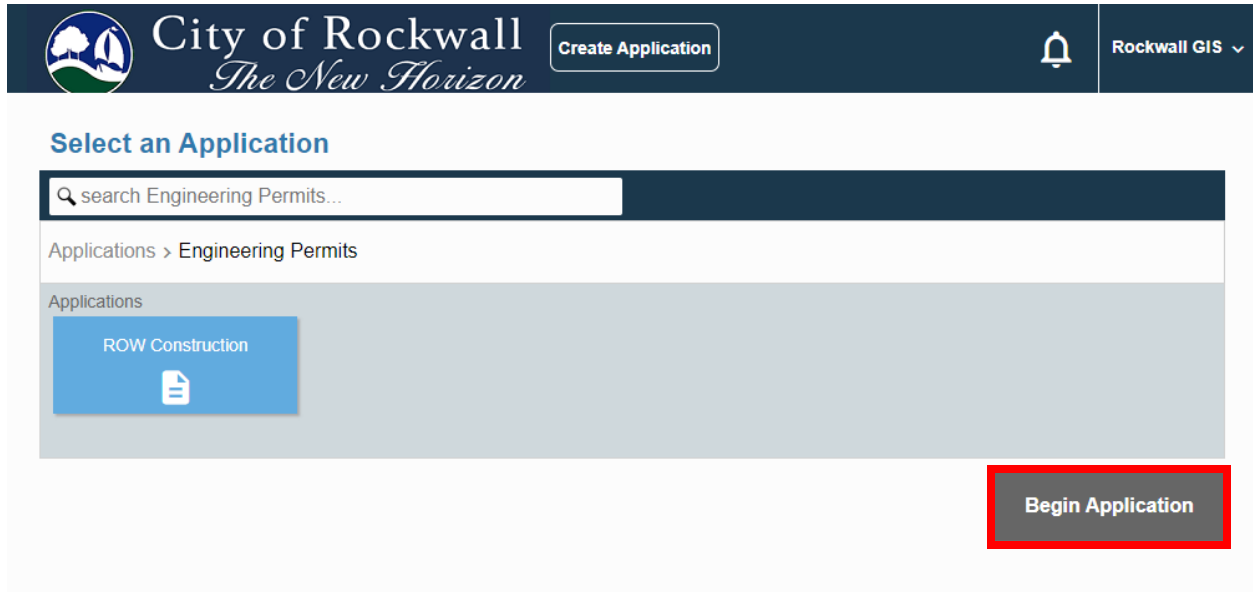
Clicking on the City of Rockwall Logo in the top left corner of the page, will refresh to the main page.

All Submitted Permits can be found in the Submitted Tab while all Submitted Registrations can be found in the Registration Tab. Completed Permits can be found in the appropriate Department Tab.



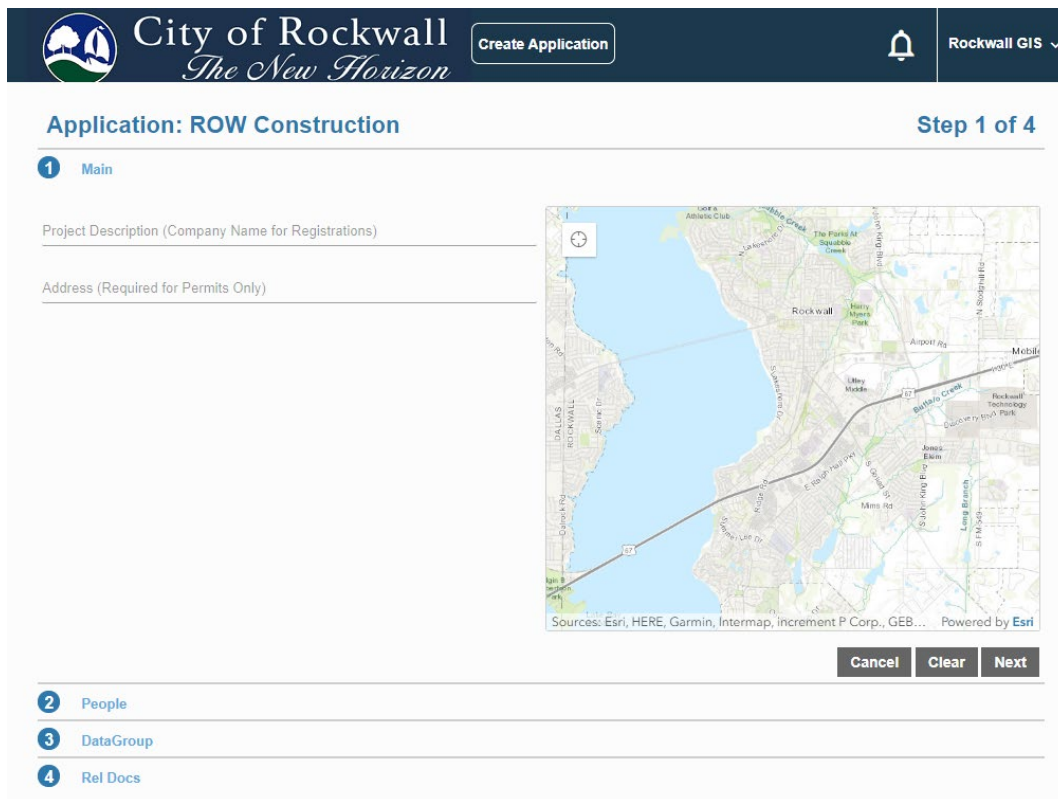
## Engineering Permit Application

To start an Engineering Permit Application, click on the Create Application button at the top center of the screen. Choose Engineering Permits, and then select the appropriate permit type. Once the permit type has been chosen, click Begin Application



The screenshot shows the top navigation bar of the City of Rockwall website. On the left is the City of Rockwall logo with the tagline "The New Horizon". In the center is a "Create Application" button. On the right is a notification bell icon and a "Rockwall GIS" dropdown menu. Below the navigation bar is a section titled "Select an Application". It features a search bar labeled "search Engineering Permits...". Below the search bar, the breadcrumb "Applications > Engineering Permits" is visible. Underneath, there is a list of applications, with "ROW Construction" highlighted in a blue box and accompanied by a document icon. At the bottom right of the application selection area, there is a prominent red button labeled "Begin Application".

Enter a brief project description, and the address where work will be performed. Every address where work is being conducted will require its own permit.



The screenshot shows the "Application: ROW Construction" form, labeled as "Step 1 of 4". The top navigation bar is identical to the previous screenshot. Below the navigation bar, the title "Application: ROW Construction" is on the left and "Step 1 of 4" is on the right. A progress indicator shows "1 Main" as the active step. The form contains two input fields: "Project Description (Company Name for Registrations)" and "Address (Required for Permits Only)". To the right of these fields is a map of Rockwall, Texas, showing streets, parks, and landmarks. Below the map, there are three buttons: "Cancel", "Clear", and "Next". At the bottom of the form, there are four numbered steps: "1 Main", "2 People", "3 DataGroup", and "4 Rel Docs".

The address must be a valid address within the City of Rockwall. If the project address is not available, please call our office at 972-771-7746.

City of Rockwall  
The New Horizon

Create Application

Rockwall GIS

Application: ROW Construction Step 1 of 4

1 Main

Project Description (Company Name for Registrations)  
AT&T

Address (Required for Permits Only)  
385 S Goliad St

Suggestions...

- 385 S GOLIAD ST, ROCKWALL, 75087
- 385 S GOLIAD ST, ROCKWALL, TX, 75087
- 385 N GOLIAD ST, ROCKWALL, TX, 75087
- 386 S GOLIAD ST, ROCKWALL, TX, 75087

Cancel Clear Next

Application: ROW Construction Step 2 of 4

1 Main

2 People

State of Texas Licensed Utility Company less... Use My Information

Utility Contractor more... Use My Information

Name

Address Line 1

Address Line 2

Address Line 3

City Name State Zip Code

Country Code Company Name

Phone (Primary) Phone (Other)

Phone (Work) Phone Work Ext

Fax Number

Email

Comment

Web Site URL

Cancel Clear Previous Next

Both the Utility Company and Contractor information are needed for the permit to be approved. Fields in red are required. Be sure to click 'more..' beside the contact type to display and fill all the required fields.

Under data group, fill in the description of work, your anticipated start and end dates, as well as answer the questions pertaining to the job. All are required.

City of Rockwall  
The New Horizon

Create Application

Rockwall GIS

Application: ROW Construction Step 3 of 4

1 Main  
2 People  
3 DataGroup

ROW Construction

Description of Work: (Include street names, termination points, linear feet of cable work, and dimensions of off of easement/right-of-way/paving where utility will be installed)  
Put your description of work here

Anticipated Start Date: 06/8/2021

Anticipated Completion Date: 07/2/2021

Will TXDOT Permit be required? (If yes, please attach)  
 Yes  No

Will work require NTMWD approval?  
 Yes  No

Will work require other franchise easement approval?  
 Yes  No

Will a traffic control plan be required? (If yes, please attach)  
 Yes  No

Cancel Clear Previous Next

4 Rel Docs

You are required to upload plans for all permits. Only permits situated in TXDOT ROW require additional TXDOT documents. To upload documents, click on the 'Add' button and choose your document from the navigation window. Once the plan has uploaded, click on the 'Label' and assign it the correct label.

City of Rockwall  
The New Horizon

Create Application

Rockwall GIS

Application: ROW Construction Step 4 of 4

1 Main  
2 People  
3 DataGroup  
4 Rel Docs

Add Delete all

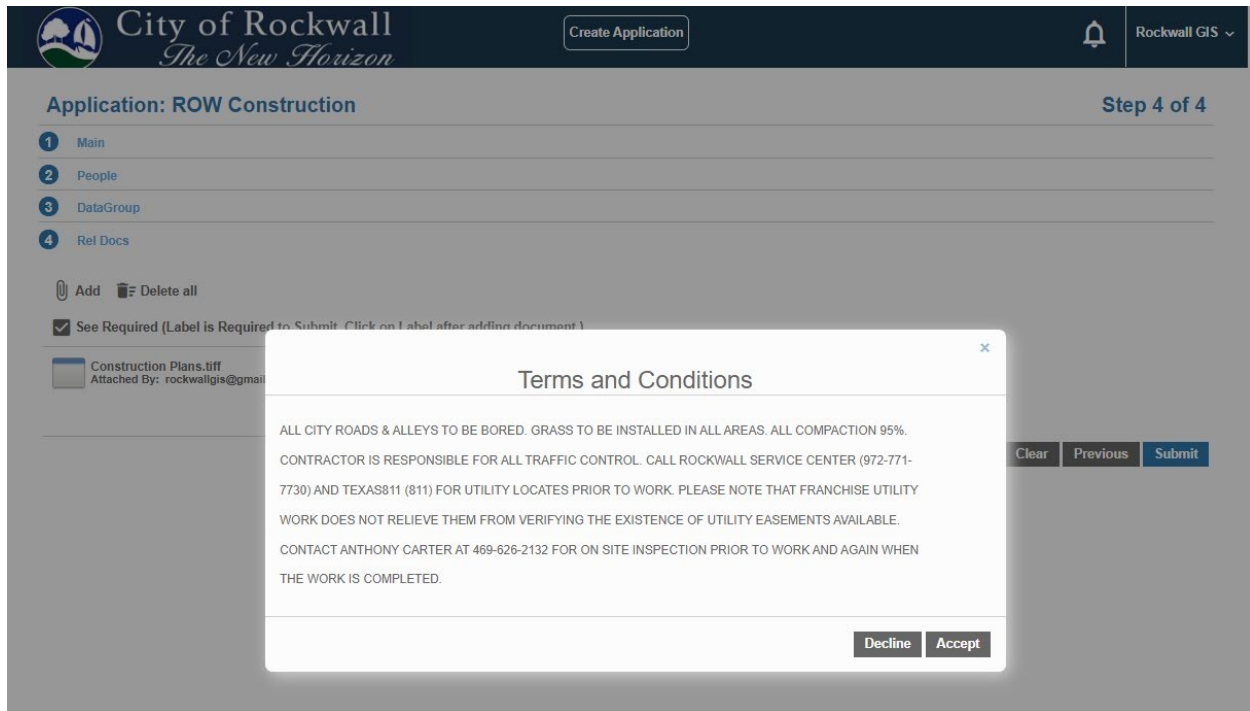
See Required (Label is Required to Submit. Click on Label after adding document.)

Construction Plans.tiff  
Attached By: rockwallgis@gmail.com

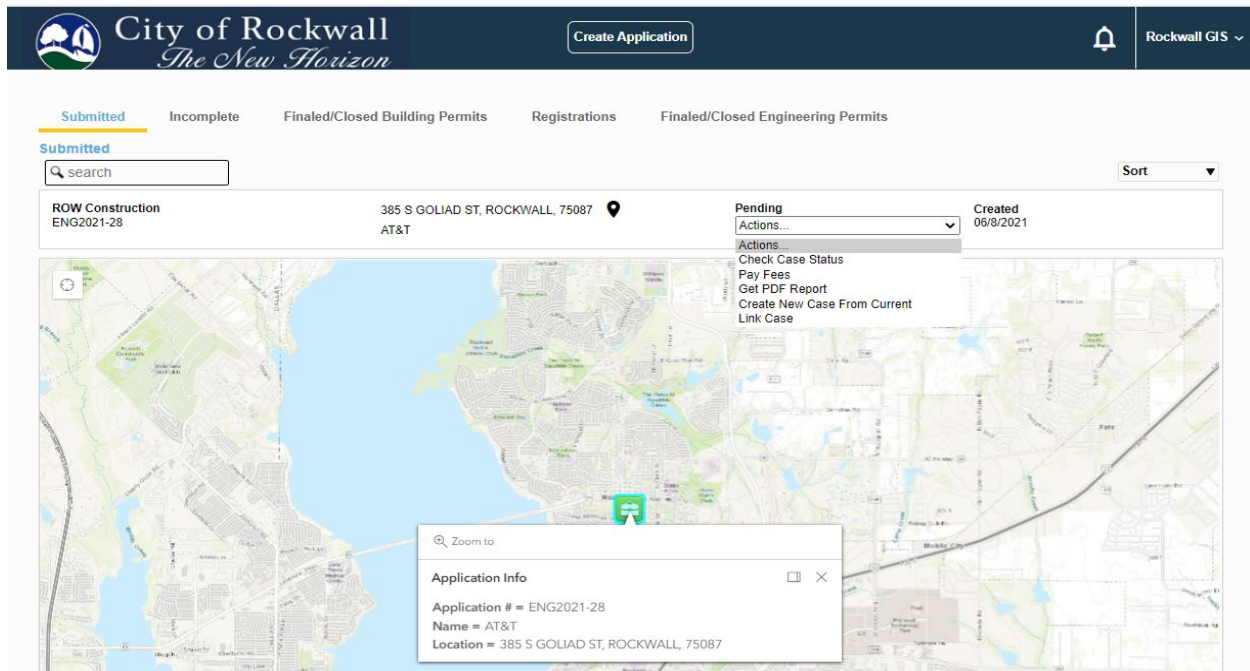
Label  
TXDOT Permit  
Plans \*

Cancel Clear Previous Submit

Once you are ready to submit the permit for review, you will be required to accept the Terms and Conditions. A copy of these Terms and Conditions will also be available in the approval email.



Once the permit has been submitted it can be found in your Submitted Tab. You can check on the case at any time by clicking on the case, or by using the drop down action items. You will be notified by email when the permit has been approved, or if more documentation is required.



If you have any questions please call our office at 972-771-7746.