## 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.

City o <i>The</i>	f Rockwall New Florizon	
	Log In Don't have an account <sup>*</sup> Sign Up	
	Username (email)	
	Password	
	Log In Forgot Password?	
	5.1-Release	

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.

apply for a login		
Il fields are required		
REDENTIALS:	CONTACT INFORMATION:	
Email Address	First Name	
	Last Name	
Password	Address	
Confirm Password	7001633	
	City	
	State	•
	Zip	
	Home Phone	
	Mobile Phone	

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.

🔄 📩 应 noreply Your City of Rockwall Online registration is almost complete - V

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

	Your City of Rockwall Online registration is almost complete Ď 🔤	ē	Z
•	noreply@rockwall.com 10.01 AM (1 minute ago) 🛠	4	:
	Welcome to Cityworks		
	To complete your registration, please verify your email address by clicking the link below. This link will direct you to the Public Access login page, from the login page, enter the Login Id and Password you selected when a your account. This will log you into the system and activate your account.	pplying	for
	Thank You, City of Rockwall		
	This email was scanned by Bitdefender		

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.

(	Ci	ty of R The Neu	ockwall Forizon		Create Application	
	Submitted	Incomplete	Finaled/Closed Building Permits	Registrations	Finaled/Closed Engineering Permits	
	Submitted					

## 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

City of Rockwall	Create Application	¢	Rockwall GIS 🗸
Select an Application			
Search Engineering Permits			
Applications > Engineering Permits			
Applications ROW Construction			
		Begin A	pplication

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.

City of Rockwall The New Horizon	Create Application	¢	Rockwall GIS 🗸
Application: ROW Construction		Si	tep 1 of 4
1 Main			
Project Description (Company Name for Registrations)		Connect The Parel At Connect Of C	
Address (Required for Permits Only)	— <u>1</u>	Rockwall Herry Merry Pork	N. T
	1	Alport	Mobile
	DALLAS Incompatibility Some br	Midda 67 Burna	Backwall Technology Daulovery UNA Park
	2	the state of the s	
	a provide the second se	Mins.Ra	Long Br.
	Sources: Esri, HERE, Garmin, Interm	ap, increment P Corp., GEB	Powered by Esri
		Cancel O	lear Next
2 People			
3 DataGroup			
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 Florizon	Create Application	Ţ	Rockwall GIS 🗸	
Application: ROW Construction			Step 1 of 4	
1 Main				
Project Description (Company Name for Registrations)		Anime Club	Bodg nulles	
Suggestions		Rock wall Harrs	Ipoli Ra	
385 S GOLIAD ST. ROCKWALL, 75087			Mobile	
385 S GOLIAD ST, ROCKWALL, TX, 75087		Litiny Middle	utolo Creek Rockwall Technology	
385 N GOLIAD ST, ROCKWALL, TX, 75087			Dave very En/s Park	
386 S GOLIAD ST, ROCKWALL, TX, 75087	Sources: Esri, HE	RE, Garmin, Intermap, increment P Corp., GEB.	Da Douversel by Esri	
2 People		Cancel	Clear Next	
3 DataGroup				
Main People State of Texas Licensed Utility Company less Use My Information	Utility Contractor more		and Contract information a for the permi	are neede
Vame	Name		approved. Fie	
Address Line1	Address Line1		are required.	Be sure t
Address Line2	City Name	State Zip Code	click 'more'	
Address Line3	- Phone (Primary)	Phone (Other)	and fill all the	• •
Sity Name State Zip Code	Email		and fill all the	• •
ity Name State Zip Code			and fill all the	
State     Zip Code       country Code     Company Name       thone (Primary)     Phone (Other)	Email		and fill all the	
State     Zip Code       Country Code     Company Name       Phone (Primary)     Phone (Other)       Phone (Work)     Phone Work Ext.	Email		and fill all the	
State     Zip Code       country Code     Company Name       thone (Primary)     Phone (Other)       hone (Work)     Phone Work Ext	Email		and fill all the	
Country Code Company Name Phone (Primary) Phone (Other)	Email		and fill all the	to display e required
State     Zip Code       Company Name     Company Name       Phone (Primary)     Phone (Other)       Phone (Work)     Phone Work Ext.       Fax Number     Email	Email		and fill all the	

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.

	ROW Construction		Step 3 of
Main			
People			
DataGroup			
OW Construction		~	
	k: (Include street names, termination points, linear feet of cable work, and dimensions off of e		
vay/paving where utili		and a second sec	
Put your descrip	tion of work here		
Anticipated Start D			
06/8/2021			
Anticipated Comple	etion Date:		
07/2/2021	<b>m</b>		
	t be required? (If yes, please attach)		
Will TXDOT Permit			
! Will TXDOT Permit	No		
O Yes			
O Yes Will work require N	ITMWD approval?		
O Yes I Will work require N O Yes	ITMWD approval? No		
Yes     Will work require N     Yes     Will work require o	ITMWD approval?		
Yes     Will work require N     Yes     Will work require o     • Yes	ITMWD approval? No No No		
Yes     Will work require N     Yes     Will work require o     • Yes	ITMWD approval?		

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 🗸
A	oplication: ROW Construction		St	ep 4 of 4
1	Main			
2	People			
3	DataGroup			
4	Rel Docs	document.)		
	Construction Plans.tiff Attached By: rockwallgis@gmail Label TXDOT Permit V Plans *	MB 2021	Cancel Clear Previous	s 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.

City of R The New	OCKWAII Create Application		¢	Rockwall GI
Application: ROW Con	struction		St	ep 4 of 4
Main				
People				
DataGroup				
Add Free Delete all     See Required (Label is Required     Construction Plans.tiff     Attached By: rockwallgis@gmail	to Submit Click on Label after adding document )	×		
Attached by, Tockwangis@ginan				
	ALL CITY ROADS & ALLEYS TO BE BORED. GRASS TO BE INSTALLED IN ALL AREAS. ALL COMPACTION 95%.	Cl	1.0	C 1 1
	CONTRACTOR IS RESPONSIBLE FOR ALL TRAFFIC CONTROL. CALL ROCKWALL SERVICE CENTER (972-771-	Clear	Previous	Submit
	7730) AND TEXAS811 (811) FOR UTILITY LOCATES PRIOR TO WORK. PLEASE NOTE THAT FRANCHISE UTILITY			
	WORK DOED NOT RELIEVE THEM FROM VERIEVING THE EVIDTENCE OF HTH TRUE ADEMENTS AVAILABLE			
	WORK DOES NOT RELIEVE THEM FROM VERIFYING THE EXISTENCE OF UTILITY EASEMENTS AVAILABLE.			
	WORK DOES NOT RELIEVE THEM FROM VERIFYING THE EXISTENCE OF UTILITY EASEMENTS AVAILABLE. CONTACT ANTHONY CARTER AT 469-626-2132 FOR ON SITE INSPECTION PRIOR TO WORK AND AGAIN WHEN THE WORK IS COMPLETED.			
	CONTACT ANTHONY CARTER AT 469-626-2132 FOR ON SITE INSPECTION PRIOR TO WORK AND AGAIN WHEN	pt		

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.

City of F	Rockwall Create Application		¢	Rockwall GIS
Submitted Incomplete Submitted Submitted	Finaled/Closed Building Permits Registrations Fina	aled/Closed Engineering Permits	S	ort 🔻
ROW Construction ENG2021-28	385 S GOLIAD ST, ROCKWALL, 75087 • AT&T	Pending Actions ~	Created 06/8/2021	
	P, Zoom to	Check Case Status Pay Fees Get PDF Report Create New Case From Current Link Case		
	Application Info Application # = ENG2021-28 Name = AT&T Location = 385 S GOLIAD ST, ROCKWALL,	75087		

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