

# CITY OF ROCKPORT DEVELOPMENT GUIDE OCTOBER 2025

[HTTPS://WWW.ROCKPORTTX.GOV/DOCUMENTCENTER/VIEW/17527/COR-DEVELOPMENT-GUIDE-OCT-2025](https://www.rockporttx.gov/documentcenter/view/17527/cor-development-guide-oct-2025)





# TABLE OF CONTENTS

CHAPTERS ARE MEANT TO BE BASIC OVERVIEW OF THE DEVELOPMENT PROCESS. PLEASE REFER TO OUR CODE OF ORDINANCES FOR SPECIFIC REQUIREMENTS.

## **Chapter 1: Introduction**

### **Chapter 2: Where to Begin**

Overview

Pre-Development Process

Pre-Development Meeting Checklist

### **Chapter 3: Determining Land Use**

Overview

Conditional Use Permit (CUP)

Zoning Process

Zoning Checklist

### **Chapter 4: Platting-Subdividing Your Land**

Overview

Types of Plats

Subdivision Process

Subdivision Checklist

### **Chapter 5: Public Infrastructure Construction**

Overview

Public Infrastructure Construction Permit Process

Public Infrastructure Checklist

### **Chapter 6: Building Permit**

Overview

Building Permit Process

Building Permit Checklist

Certificate of Occupancy-Change of Use

Certificate of Occupancy Process

Certificate of Occupancy Checklist

### **Chapter 7: Miscellaneous Processes & Permit**

Overview

General Questions

# CHAPTER ONE

## INTRODUCTION



### ■ What is the purpose of this guide?

This guide contains basic information to help you complete a successful development project in our community from start to finish. Our goal is to inform you of what to expect throughout the entire development process.

### How do I locate the information I need?

We have divided this guide into different sections to explain the various stages of development which include Pre-development, Zoning, Platting, Public Infrastructure, Building Permit, and Certificate of Occupancy. Each project submitted will involve different stages of the development process depending on your specific needs. When reviewing each section of this guide, you will find explanations on how each process functions including flow charts and references to any fees and applications required. Also included is an appendix of additional information you may find useful before submitting your project. For more detailed information on applications, checklist, and fees, please visit the city website at [rockporttx.gov](http://rockporttx.gov).

### How can I seek help before I submit my project?

We encourage you to schedule a pre-development meeting (PDM) to discuss your project so that we may provide you with specific requirements and the information necessary to move forward with project submission. Contact [scantu@rockporttx.gov](mailto:scantu@rockporttx.gov) or [communityplanner@cityofrockport.com](mailto:communityplanner@cityofrockport.com) to request a PDM application and scheduling.

# CHAPTER TWO

## WHERE TO BEGIN THE PRE-DEVELOPMENT PROCESS

### How does pre-development work?

Pre-development begins when you are interested in development in our City Limits as well as Extra-territorial Jurisdiction. At this time, we will request that you submit the [pre-development request form \(PDM application\)](#) to help us determine the appropriate staff needed to discuss your project.

After submitting your form, the Building & Development Planning Tech will contact you by the end of the next business day to schedule a meeting. Staff reserves time Every Wednesday morning for pre-development meetings. Depending on the project, these meetings can range from 30 minutes to an hour. An overview of the pre-development process is included in the Figure on page 5 of this brochure.

### Is a pre-development meeting required?

No, but if your development meets any of the following, staff highly encourages a pre-development meeting (at no cost).

#### 30 Minute Meeting

- \* Zoning – reuse of existing Structures and site
- \* Non-residential construction -minor addition
- \* Construction in the Historic District
- \* Zoning Variance Request

#### 1 Hour Meeting

- \* Zoning change
- \* Municipal Utility Extensions
- \* Public Improvement Infrastructure
- \* Development Agreement
- \* Platting or subdividing platted property
- \* Residential subdivision construction
- \* New non-residential construction (including apartments, new structures or significant addition)

If you do not meet any of these criteria and your request is relatively straightforward, then you may move forward in the process without a pre-development meeting. However, pre-development meetings are always available and encouraged.

### What takes place at the pre-development meeting?

At this meeting we will discuss the general needs, plans, and constraints for your project. This discussion helps us identify the codes, ordinances, infrastructure locations, and department requirements that might affect your project.

### What do I need to submit prior?

Please submit an exhibit, site plan, or basic vision of what you have in mind for your project along with the application. This will allow staff to better understand your project and provide the most accurate information for you. It is also helpful if you can answer as many questions as possible on our pre-development checklist (located on page 4).

### What will I get out of attending a pre-development meeting?

We will explain the process you will be following, provide you with any applicable documentation including checklist, timing information, and address any questions you may have.

The Building & Development Planning Technician ([scantu@rockpottx.gov](mailto:scantu@rockpottx.gov)) will be your contact for any follow-up questions or additional information. This person will also act as your liaison from the beginning to the end of the process to facilitate the success of your project.

# PRE-DEVELOPMENT PROCESS

## 1. VISIT PLANNING & DEVELOPMENT SERVICE CENTER (ONLINE, IN-PERSON, OR BY PHONE)

Visit our website <https://www.rockporttx.gov/>

Phone: 361-790-1125 ext. 224

Email: [scantu@rockporttx.gov](mailto:scantu@rockporttx.gov)

Address: 2751 S H 35 Bypass, Rockport, TX 78382



## 2. DISCUSS YOUR DEVELOPMENT/REQUEST

- a) Fill out pre-development meeting (PDM) request form and provide exhibits and list of questions for staff review
- b) Submit form to Building & Development Planning Technician / include contact information for anyone you wish to be present for the PDM



## 3. SCHEDULE PRE-DEVELOPMENT MEETING

- a) The Building & Development Planning Technician will schedule meeting and send a meeting invite to all parties involved. Meetings are currently held Wednesday morning (9am, 10am, 11am).



## 4. ATTEND PRE-DEVELOPMENT MEETING

- a) Come prepared with a basic vision of your project. The more information you provide, the more successful the meeting.
- b) Receive documentation needed to move forward and any follow up information



## 5. Move to next steps according to path identified in pre-development meeting.



CHECKLIST:

QUESTIONS TO ANSWER PRIOR TO

## PRE-DEVELOPMENT MEETING

ANSWER AS MANY QUESTIONS AS POSSIBLE PRIOR TO THE MEETING. IF AN ANSWER IS UNKNOWN, CITY STAFF MAY ASSIST WITH THE DETERMINATION DURING THE MEETING.

### **Is the property located in the City of Rockport Extraterritorial jurisdiction?**

ETJ is a buffer extending outside the city limits where certain City rules can be extended. The City does not regulate anything in the ETJ, unless you're tying into the City Utilities then your plumber will need a permit.

### **Is the property located in the City of Rockport city limits?**

The City's authority within the ETJ is limited to platting and public infrastructure required by platting.

### **Is the property legally platted?**

Lots must be legally platted prior to Building Permit Issuance. To find out if a lot is platted you can contact the Aransas County Appraisal District at 361-729-9733 or on their website at <https://aransascad.org/>

### **Is the property zoned appropriately for the intended use?**

If property is not appropriately zoned it may be required to be rezoned, or a Conditional Use Permit (CUP) could be required.

### **Is any part of the lot within a special flood hazard area?**

If the property falls within the 100-year floodplain it will require an Elevation Certificate.

### **Is the lot within the City of Rockport Heritage District?**

If any alterations are to be made to existing structures a Certificate of Appropriateness is required.

### **Are utilities already installed to the site and adequate for the proposed use?**

Public improvements may be required if utilities are not within 100' of the proposed project property.

A Request for Utilities Availability (RFUA) is required to be submitted prior to the PDM.

# CHAPTER THREE

## DETERMINING LAND USE ZONING OVERVIEW

Zoning is the separation of land uses in accordance with the goals of the Comprehensive Master Plan. All land within the city limits is divided into zoning districts, allowing different mixes of land uses. Zoning also regulates elements of development such as building height, parking, landscaping, etc.

To find out your current zoning you can visit the Building and Development page on the city's website to view the zoning map or call the Building Department at 361-790-1125. If the proposed use of the property is not an allowable use in the property's current zoning district, then a rezone will be required.

### **How long does a rezoning take?**

Rezoning process generally takes around 8-12 weeks from application to final decision by City Council. The application is reviewed by staff and prepared for action by both the Planning & Zoning Commission and the City Council. This process timing may vary based on timing of the submittal within the process cycle and the complexity of the issues regarding the zoning.

### **How much does a rezoning cost?**

Rezoning cost varies based on the size of the property being rezoned. Fees are paid when the application for the rezone is submitted. Complete fee schedules are located online in Appendix D in the Code of Ordinances and on the rezoning application. \$150.00 filing fee + \$10.00 per acre

### **What happens at the public hearing? Should I attend?**

Anyone is allowed to speak in support of, or in opposition to, the rezoning during a public hearing. Speaking time is limited to three (3) minutes per person. As the applicant you will need to attend to present your request and be available to answer any questions from the Planning & Zoning Commission and the City Council.

### **What should I do to prepare for the public hearing?**

Gather any documents or information you feel justify the requested zoning change and could aid the Planning & Zoning Commission and the City Council members in their decision. A representative or someone familiar with the request should attend both public hearings to present the request and answer any questions.

### **Can protests against the rezoning affect the likelihood of approval?**

In accordance with state statutes, if the property owners of 20% of the area of land within 200 feet of the subject property file their opposition to the proposed rezoning, a three-fourths vote of all the members of the City Council must be made in favor of the request for approval rather than a simple majority. In computing the percentage of land area, the area of streets and alleys are included. Staff provides the percentage of area owned by those in favor and opposition at the public hearing.

### **What if the Planning Commission recommends denial of my request?**

The case will proceed to City Council where the Council will take the Planning & Zoning recommendation into account when making their decision.

### **What happens if the City Council approves my request?**

After two readings, an ordinance will be created legally granting you the right to the rezoning (and proper adjustment will be made to the City's zoning map).

### **What happens if the City Council denies my request?**

The zoning on the property remains the same. There is a one year waiting period from the date of denial to resubmit rezoning request on the same property.

For more information, please visit our Code of Ordinance.

# CONDITIONAL USE PERMIT (CUP)

## **What is a Conditional Use Permit?**

A conditional use permit (CUP) is a zoning overlay to allow a specific use on a property wherein the property's base zoning district does not allow the use by right. A conditional use permit may be granted to allow compatible and orderly development which may be suitable only in certain locations and zoning districts if developed in a specific way. City Council or Planning Commission may place reasonable conditions on a conditional use permit to safeguard and protect adjoining properties, as necessary.

## **Are there different types of CUPs?**

No.

## **Can I request other exceptions to the zoning ordinance along with my CUP application?**

Yes, the City Council may approve a conditional use permit with deviations to any provision of the Zoning Ordinance. Such deviations shall be listed or shown in or as part of the ordinance approving the conditional use permit.

## **How much does a Conditional Use permit cost?**

CUP application costs vary based on the size of the property. Fees are paid when the application for the CUP is submitted. Complete fee schedules are located online in Appendix D in the City's Code of Ordinances, and in the conditional use permit application. \$150.00 filing fee + \$10.00 per acre

## **Who approves or denies a CUP?**

As a zoning overlay, CUPs follow the same procedure as rezoning. The City Council approves or denies a CUP as part of a public hearing held during their scheduled meeting dates. The Planning Commission provides a recommendation to City Council.

## **How long does a conditional use permit take?**

Conditional use permit generally takes around 8 -12 weeks from application to final decision by City Council. This time may vary based on timing of the submittal in the process cycle and the complexity of the issues surrounding the proposed land use.

## **What happens at the public hearing? Should I attend?**

Anyone is allowed to speak in support of or in opposition to the CUP during a public hearing. Speaking time is limited to three minutes per person. Your attendance is highly recommended because you will need to present your request, and the Planning & Zoning Commission and City Council may ask you questions.

## **Can a CUP be approved with conditions? What are the types of conditions?**

Yes, a CUP can be approved with conditions such as necessary changes that must be made to the property or aspects of the property. Hours of operation, noise limitations, parking restrictions and requirements, dumpster locations, HVAC locations, etc.



# PLANNED UNIT DEVELOPMENT (PUD)

## **What is a Planned Unit Development?**

A Planned Unit Development Overlay District (PUD) is to accommodate unified designs of residential, commercial, office, professional services, retail and institutional uses and facilities or combinations thereof, in accordance with an approved development plan.

## **Are there different types of PUDs?**

No.

## **Can I request other exceptions to the zoning ordinance along with my PUD application?**

Yes, the City Council may approve a planned unit development overlay district with deviations to any provision of the Zoning Ordinance. Such deviations shall be listed or shown in or as part of the ordinance approving the planned unit development.

## **How much does a planned unit development cost?**

The fee is \$200.00 filing fee + \$10.00 per acre.

## **Who approves or denies the PUD?**

As a zoning overlay, PUD follow the same procedure as rezoning. The City Council approves or denies the PUD as part of the public hearing held during their scheduled meeting dates. The Planning & Zoning Commission provides a recommendation to the City Council.

## **How long does the planned unit development take?**

Planned unit development generally takes around 8 -12 weeks from application to final decision by City Council. This time may vary based on timing of the submittal in the process cycle and the complexity of the issues surrounding the proposed land use.

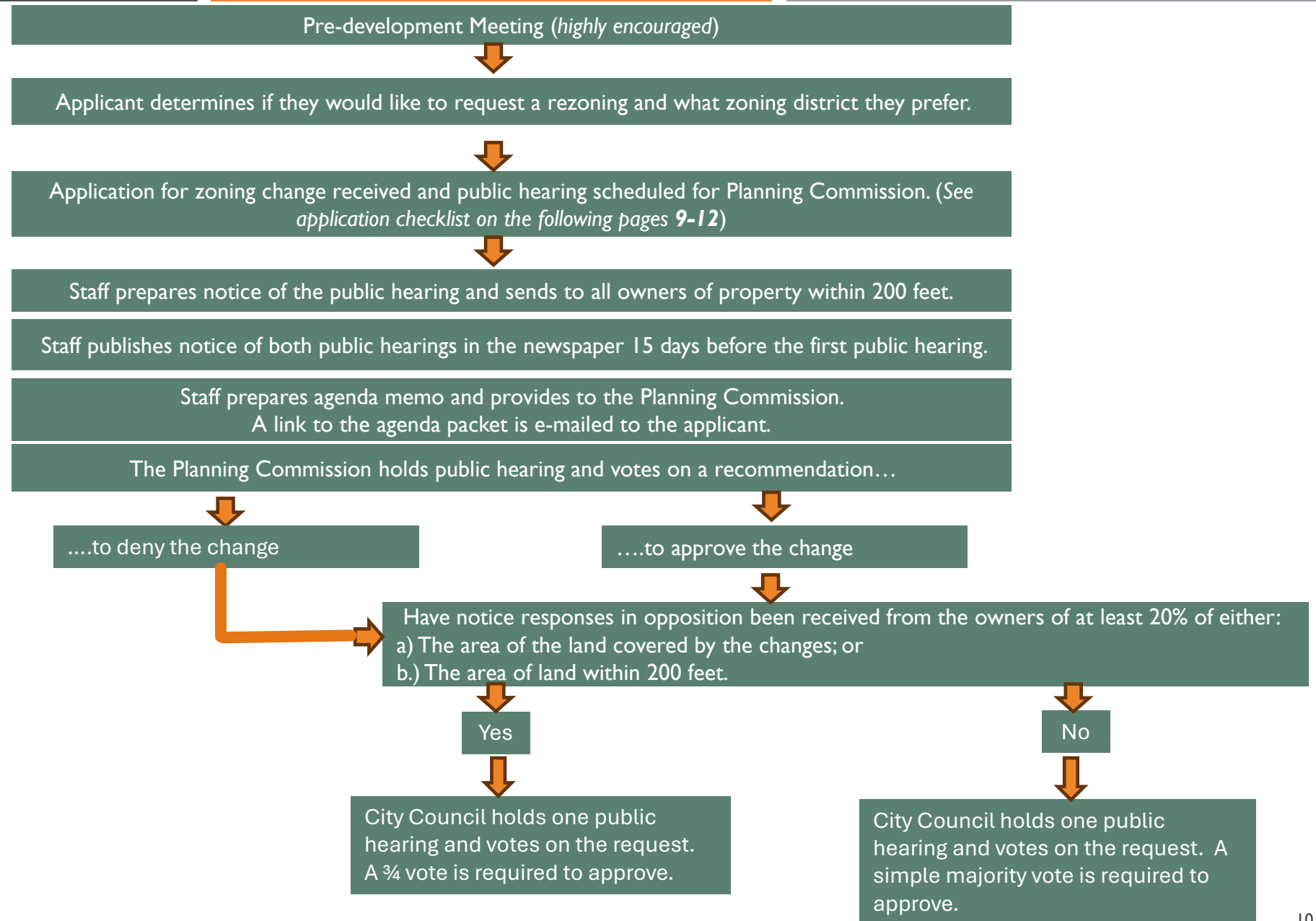
## **What happens at the public hearing? Should I attend?**

Anyone is allowed to speak in support of or in opposition to the PUD zoning change during a public hearing. Speaking time is limited to three minutes per person. Your attendance is highly recommended because you will need to present your request, and the Planning & Zoning Commission and City Council may ask you questions.

## **Can a PUD be approved with conditions? What are the types of conditions?**

Yes, a PUD can be approved with conditions such as necessary changes that must be made to the property or aspects of the property, hours of operation, noise limitations, parking restrictions and requirements, dumpster locations, HVAC locations, etc.

# ZONING PROCESS



CHECKLIST:



# ZONING CHANGE, ZONING OVERLAY, OR HISTORIC DISTRICT

- Pre-development meeting (highly encouraged)
- A completed application form, required fees, and if applicable, authorization of the landowner's agent to file the petition.
- Survey of the property.
- An Approved Heritage District Certificate of Appropriateness if applicable.
- A Traffic Impact Analysis (TIA) if determined necessary by the Authority having jurisdiction (AHJ)
- Documentation showing current ownership
- Additional information and exhibits as required to clarify the request.
- Copy of a FEMA FIRMette in relation to the property if in a Hazardous Flood Zone.



# CONDITIONAL USE PERMIT APPLICATION

CHECKLIST:



- Pre-development meeting (highly encouraged)
- All zoning applications are complete
- Maps, drawings, statements or other documents in support of the request
- Approved Public Improvement Construction Plans (If required) for Utility and Street R-O-W Schematics.
- Current property survey
- Required fees
- Proof of ownership
- A Traffic Impact Analysis (TIA) if determined necessary by the Authority having jurisdiction (AHJ)

# CHAPTER FOUR

## PLATTING

### SUBDIVIDING YOUR LAND

#### What is a plat?

Platting is the process through which undeveloped land is subdivided or transformed into legal building sites. The layout of streets, utilities, and lots are established for individual ownership and development. A subdivision plat is not the same as a survey. A plat will be signed and recorded with Aransas County as part of the official legal description of the property.

#### When do I need to plat?

A plat must be prepared for a property prior to the development or division of land if

- The property is unplatted land
- An existing platted lot is being further divided or
- An existing lot line is being moved or removed
- When a plat is required, it must be approved prior to the issuance of a Building Permit.

#### What prior submittals or approvals are required before submission?

Prior to the platting application submittal, the following must be approved if applicable:

- Zoning
- City of Rockport Engineering (LOC)
- Utility Provider(s) (LOC)
- TxDOT (LOC)

#### How long does it take to plat?

If all prior applications have been approved, all plats must be processed and decided within 30 days. No plat applications may be submitted outside of the designated calendar dates found on each plat application. A plat may be approved with conditions. The applicant can resubmit a revised version of the approved plat indicating all required conditions of approval are being met. Resubmittals are reviewed within 15 days by City Staff and must be approved prior to recordation.

#### How is a plat recorded?

The surveyor of record or the property owner will record the approved plat after the dedication of construction, or completion of all required Public Improvement including:

- Streets
- Utilities
- Drainage Facilities
- Parks (parkland dedication or a fee in lieu is required for all subdivisions with residential dwelling units)

#### What work does a plat authorize?

The approval and recording of a plat authorizes the issuance of Building Permits so construction may begin on a property.

#### LETTER OF CERTIFICATION PROCESS (LOC)

A LOC must be obtained from the indicated agencies/departments (utility provider(s), City of Rockport Engineering, and TxDOT, if applicable and submitted with the plat application submittal. LOCs must include associated documentation and exhibits approved with the certification Letter of Certification Application & Instructions.

## WHAT TYPE OF PLAT IS REQUIRED?

**Conceptual Plan** – A Conceptual Plan is a generalized plan indicating the boundaries of a tract or tracts under common ownership and identifying proposed land use, land-use intensity, and thoroughfare alignment. It is the first or introductory plan for a proposed subdivision that will be developed and recorded in several phases. A Conception Plan is required when the property owner intends to develop/subdivide only a portion of a larger tract where the remainder will be developed/subdivided later.

*Approving Body Administrative Approval by City Staff*

**Preliminary Plat** – A preliminary plat is a tentative plat, including supporting data, indicating a proposed subdivision design. The preliminary plat and the review thereof are intended to produce a subdivision design in which all planning factors are recognized and reconciled, prior to submission of the final plat. A preliminary plat is intended to provide the next step in the refinement of the proposed overall project. Preliminary plats often include two or more phases (intended final plats).

*Approving Body Planning Commission*

**Final Plat** – A final plat shows the exact layout of the individual lots, blocks and streets, and contains all other descriptions, locations, specifications, dedications, provisions, and information concerning parks, school sites, drainage ways, easements, alleys, and/or any other elements as required in Chapter 90 of the City of Rockport Code. The information indicated on the plat is binding and can only be revised through the approval of a new plat to replace it. Final plats are to be recorded upon completion and acceptance of public improvements.

*Approving Body Planning Commission*

**Minor Subdivision Plat** – The purpose of a minor subdivision plat is to simplify the platting process when the proposed plat creates no more than four lots, the property has not been previously platted, and no utility or transportation improvements are required. Any property to be subdivided using a minor plat shall already be adequately served by all required city utilities, and all lots will have frontage on a public roadway.

*Approving Body Administrative Approval by City Staff*

**Replat** – The purpose of this type of plat is to change the configuration of an existing platted lot. A replat is applicable when the platted lots are being reconfigured to provide for additional development. A replat requires the planning staff to notify all property owners within 200 feet of the property to be replatted, if its use is residential and creates a new plat date for the affected properties.

Public notice required if:

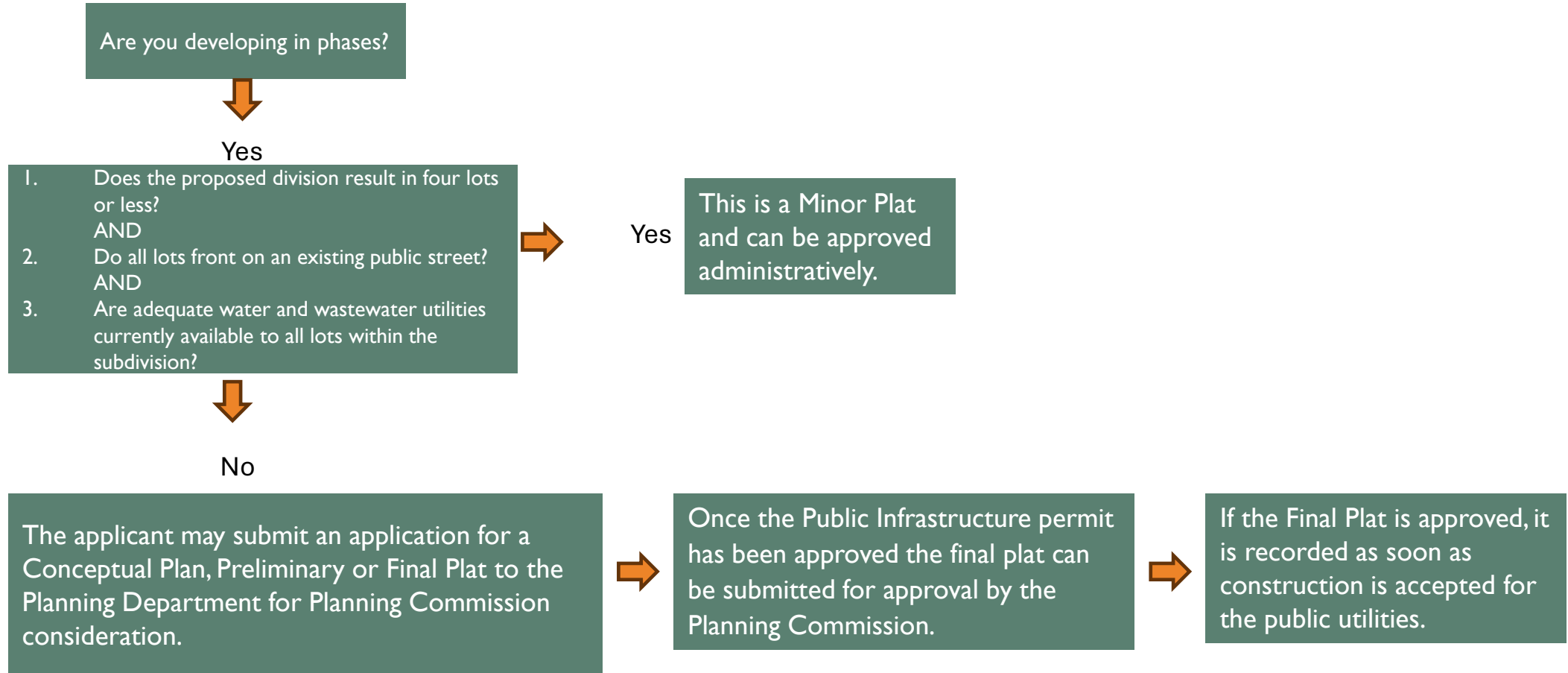
1. During the preceding 5 years, any of the area to be replatted was restricted to residential use by zoning; or
2. Any lot in the preceding plat was limited to single- or two-family use by deed restrictions.

*Approving Body for Residential Plats: Planning Commission*

**Waivers** – May only be authorized by the Planning Commission. Therefore, plat applications that would otherwise be administratively reviewed must be reviewed for approval by the Planning Commission if waivers are associated with the requested design. Waivers must be submitted either prior to, or concurrently with, the submittal of the associated plat.



# SUBDIVISION PROCESS



CHECKLIST:



# SUBDIVISION FINAL PLAT

- Pre-development meeting (highly encouraged)
- TIA Determination Letter
- A site plan illustrating the location of all structures on the subject property and on adjoining properties.
- Any additional development standards proposed, such as maximum height, minimum setbacks, landscaping, etc.
- Authorization to represent the property owner, if applicant is not the owner
- Project letter explaining the proposed project, how it benefits the neighborhood and how it will relate to the city's comprehensive plan
- Survey with metes and bounds description of the property
- Map of property in relation to city limits

# CHAPTER FIVE

## PUBLIC INFRASTRUCTURE CONSTRUCTION PERMIT



### **What is Public Infrastructure?**

Public Infrastructure consists of the construction of public water, wastewater, natural gas, and/or street improvements for a development, including an engineered drainage plan.

### **When is a Public Infrastructure permit required?**

Public Infrastructure (PI) permits may be necessary when platting property or for a proposed development without adequate public infrastructure.

During the platting process City Staff will work with you to determine the necessary public improvements. All lots platted are required to have public infrastructure to and through the limits of the proposed plat.

A proposed development may require public improvements if they do not currently have direct access to public infrastructure or if the development requires infrastructure with a capacity greater than what is directly available.

Initial review of application: 20 working days

Applicant revision after comment notification: Time determined by applicant

### **What is the process and timetable?**

A PI permit is reviewed and approved by the City's Engineering Representative. The Plans and application requirements should be submitted with the PI permit submittal.

Completeness Check: 5 working days

Review of revised application: 20 working days

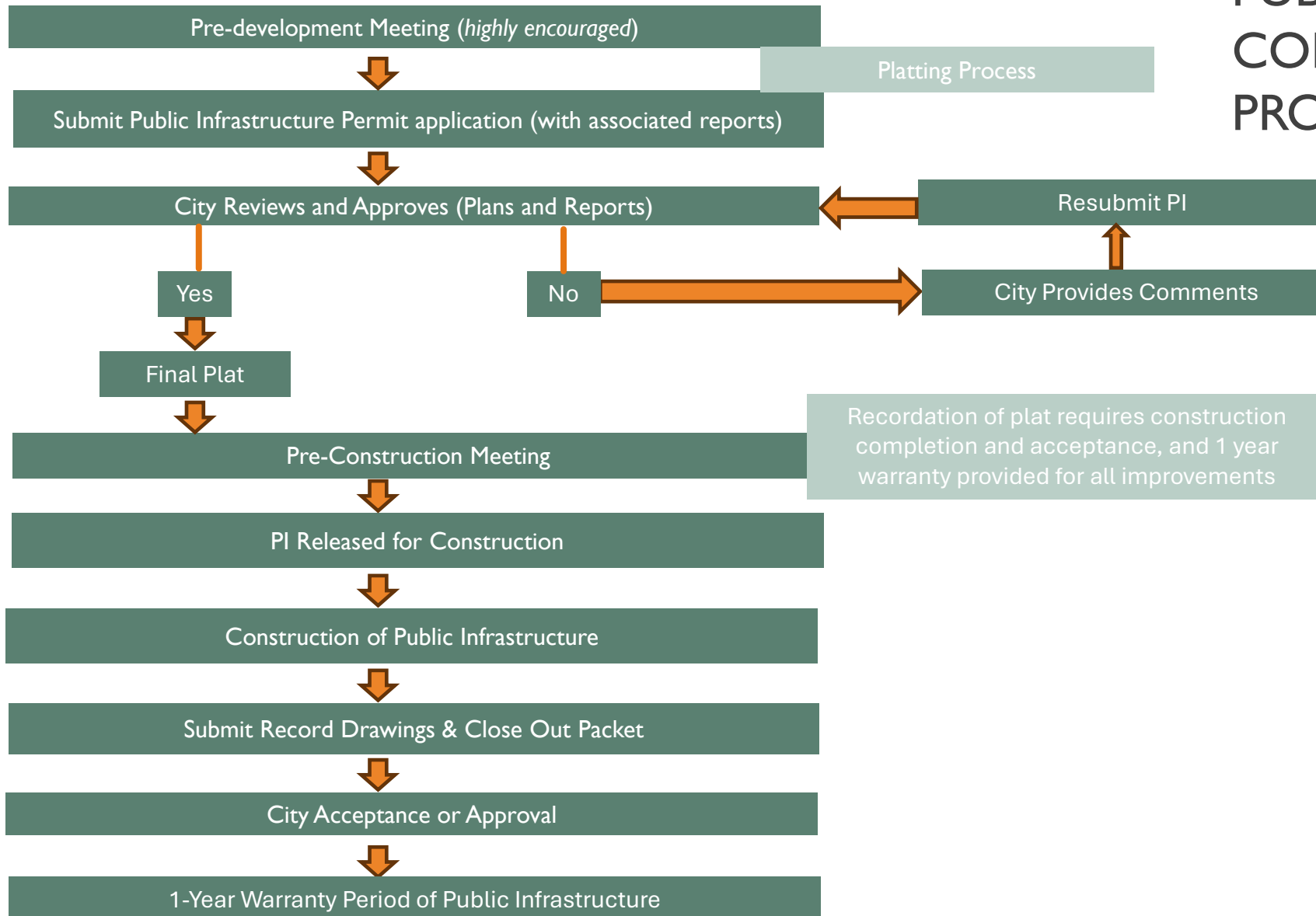
Permitting time varies depending on the complexity of the project and quality of submittal.

### **When is work authorized after approval of a PI Permit?**

Approval of a PI permit authorizes the applicant to schedule a pre-construction meeting with City Personnel and the contractor. After the pre-construction meeting, the applicant may begin construction as shown on the approved PI permits construction plans once the Final Plat is approved by the Planning & Zoning Commission if it has not yet been approved.



# PUBLIC INFRASTRUCTURE CONSTRUCTION PERMIT PROCESS



# PUBLIC INFRASTRUCTURE APPLICATION

CHECKLIST:



- Pre-development meeting (highly encouraged)
- Application for Public Infrastructure & Checklist
- Application Fee based on cost of project
- Traffic Impact Analysis Worksheet and report (if applicable)
- Final Plat or Associated Plat
- Geotechnical Report Including Pavement Design Specifications
- Engineered Drainage Plan
- All outside agency approval (Utilities, TxDOT, TCEQ, etc.)
- Construction Plans & Requirements



2751 SH 35 Bypass • Rockport, Texas 78382  
Phone: 361-790-1125 - [permits@cityofrockport.com](mailto:permits@cityofrockport.com)

## SITE UTILITIES AND INFRASTRUCTURE PERMIT

Class of Work: New ( ) Repair ( )

Site Address: \_\_\_\_\_ Permit #: \_\_\_\_\_

Legal Description: Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Subdivision: \_\_\_\_\_ Valuation: \$ \_\_\_\_\_

OWNER: Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_  
(Number & Street) (City) (State) (Zip)

CONTRACTOR: Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_  
(Number & Street) (City) (State) (Zip)

ENGINEER: Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_  
(Number & Street) (City) (State) (Zip)

ARCHITECT OR DESIGNER: Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_  
(Number & Street) (City) (State) (Zip)

Description of Work: \_\_\_\_\_

All Documents are REQUIRED to be submitted electronically along with two hard copies delivered for review to the Building Department for your project to be considered: [permits@cityofrockport.com](mailto:permits@cityofrockport.com)

- \_\_\_\_ Availability of water and sewer
- \_\_\_\_ Full size detailed utility plans, including road cut and/or bore details
- \_\_\_\_ Survey, if deemed necessary
- \_\_\_\_ TDLR# (over 50,000) *Commercial Projects only*
- \_\_\_\_ Engineered Drainage plan, if deemed necessary

Porta Potty & construction material waste trailer/dumpster is required on site during construction.

Signature: \_\_\_\_\_

Zone: \_\_\_\_\_ Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

Updated 02/17/2022

## What is the purpose of a Building Permit?

The primary purpose of a Building Permit is to ensure the construction project meets the minimum standards in the ICC adopted codes and ordinance.

The City has adopted the following Codes for building construction:

2018 Edition of the ICC Building Codes

2017 NEC      2018 NFPA

## When is a Building Permit required?

Any person who intends to construct, enlarge, alter, repair, move, demolish or change the occupancy of a building or structure will require a building permit. Any person doing work in the City of Rockport is required to register with the City unless it is a homesteaded homeowner who is doing the work with his own two hands.

## Is any construction exempt from the requirement of a Building Permit?

Minor cosmetic work or repair such as painting, carpeting or fixture replacement.

One-story detached accessory structure that does not exceed 200 square feet.

Fences not over 7 feet.

Sidewalks and driveways on private residential property

Building construction outside the city limits does not require a building permit.

## What is the process and timetable?

A building permit is required and issued administratively.


The timeline by ordinance for Residential is 10 days and Commercial is 20 days. Permitting time varies depending on the complexity of the project and quality of submittal.

## What work is authorized under a Building Permit?


An approved Building Permit authorizes the permit holder to construct, alter, or place a structure on the land in accordance with approved plans. Approval of a Building Permit also authorizes the contractor, upon completion of a structure intended for human occupancy to obtain a Certificate of Occupancy.

# CHAPTER SIX

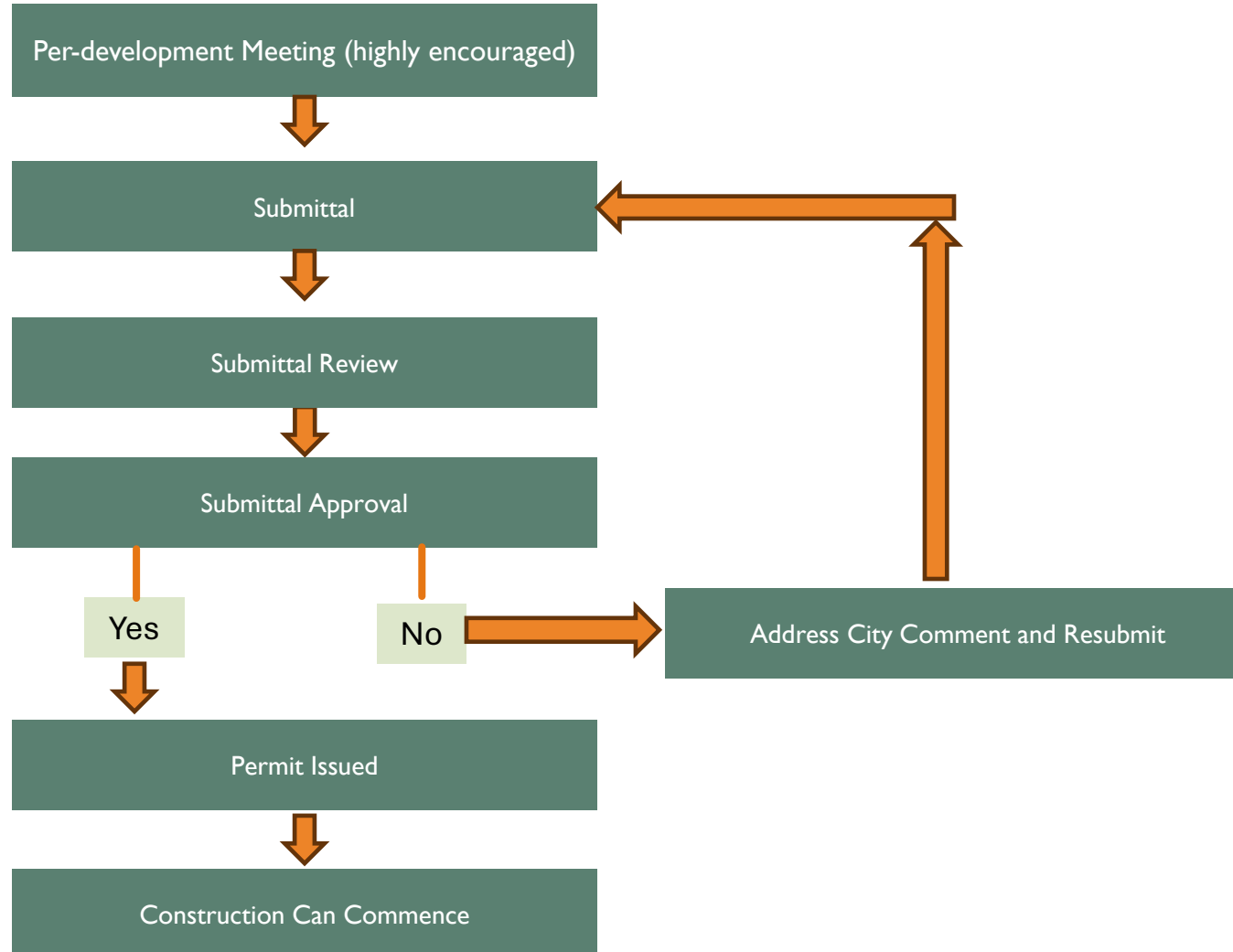
## BUILDING PERMITS

 **APPLICATION FOR BUILDING PERMIT (C)**  
CITY OF ROCKPORT  
2751 S.H. 35 BYPASS, ROCKPORT, TEXAS 78382 – (361) 790-1125  
INSPECTION REQUEST LINE (361) 790-1177

\* MUST BE FILLED IN FOR SUBMITTAL  
(OTHER INFORMATION MAY BE REQUIRED, DEPENDING ON SCOPE OF WORK)

* 1. JOB ADDRESS		LOT NO.	BLOCK	TRACT
2. LEGAL DESCR.	MAIL ADDRESS		ZIP	PHONE
* 3. OWNER	MAIL ADDRESS		ZIP	PHONE
* 4. CONTRACTOR	MAIL ADDRESS		ZIP	PHONE
* 5. ENGINEER	MAIL ADDRESS		ZIP	PHONE
* 6. USE OF BUILDING	OCCUPANCY GROUP	CLASS OF WORK: <input type="checkbox"/> NEW <input type="checkbox"/> ADDITION <input type="checkbox"/> REPAIR <input type="checkbox"/> MOVE <input type="checkbox"/> REMODEL <input type="checkbox"/> OTHER		
* 7. DESCRIBE WORK				
8. OCCUPANCY CHANGE FROM: TO:	LOT SIZE (SQ. FT.)		LOT DIMENSIONS	
SPECIAL CONDITIONS OR OTHER:		* BUILDING SET BACKS:	FRONT	L. SIDE REAR R. SIDE
* ON NEW CONSTRUCTION: TOTAL FLOOR AREA (SQ. FT.)		HEIGHT OR NO. OF STORIES		
	PLAN REVIEW FEE \$	TYPE OF CONST.	FOUNDATION	FLOOR TYPE
	PERMIT FEE \$	INSIDE FINISH	ROOF	<input type="checkbox"/> PUBLIC SEWER <input type="checkbox"/> SEPTIC
* VALUATION OF WORK \$	PERMIT FEE \$	EXTERIOR FINISH	CERLINGS	
WATER IMPACT FEE \$			OFFSTREET PARKING	
SEWER IMPACT FEE \$	TOTAL FEE \$	* TO BE COMPLETED BY CONTRACTOR *		
NOTICE Every permit issued shall become invalid unless the work on the site authorized by such permit is commenced within 180 days after its issuance, or if the work authorized on the site by such permit is suspended or abandoned for a period of 180 days after the time the work is commenced. The building official is authorized to grant, in writing, one or more extensions of time, for periods not more than 180 days each. The extension shall be requested in writing and justifiable cause demonstrated. I hereby certify that I have read both front and back of this application and understand ALL requirements. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any state or local law regulating construction or the performance of construction.		* FLOOD HAZARD BOUNDARY DESIGNATION The Contractor does hereby declare that the above-mentioned property; IS ____; OR IS NOT ____ located in a "SPECIAL FLOOD HAZARD AREA" as designated on the City's Flood Insurance Rate Map dated February 17, 2016. Panel NO. _____ Community NO. _____ Flood Zone _____ Base Flood Elevation _____ + 18" =  Elevation Hub _____ ***An 18" freeboard is required in addition to the Base Flood Elevation.*** All other Local, State, & Federal Permits must be secured prior to the beginning of work authorized by this permit. • A NFIP Elevation Certificate Form must be submitted by a registered surveyor at time foundation forms are set and prior to placement of concrete (foundation inspection), or prior to finished framing (framing inspection) if structure is on elevated piers. A final elevation certificate/flood proofing certificate is required for review and documentation prior to issuance of Certificate of Occupancy. * CITY ZONING DESIGNATION Applicant does hereby declare that the above-mentioned property is zoned _____, as designated on the City's Zoning Map dated May 2014. * HERITAGE DISTRICT * YES _____ NO _____		
* SIGNATURE OF CONTRACTOR OR AUTHORIZED AGENT DATE				
PRINT NAME _____				
WHEN PROPERLY VALIDATED BELOW – THIS IS YOUR PERMIT				
PERMIT ISSUED <input type="checkbox"/> PERMIT DENIED <input type="checkbox"/> REASON FOR DENIAL:				
BY: _____ DATE: _____ PERMIT NO. _____				

# BUILDING PERMIT PROCESS



## How long does it take to get a Building Permit?

The timeline by Ordinance for Residential is 10-days and Commercial is 20-days. Permitting time varies depending on the complexity of the project and quality of the submittal.

## What work is authorized under a Building Permit?

An approved Building Permit authorizes the permit holder to construct, alter, or place a structure on the land in accordance with approved plans. Approval of a Building Permit also authorizes the contractor, upon completion of a structure intended for human occupancy to obtain a Certificate of Occupancy.



CHECKLIST:



# BUILDING PERMIT RESIDENTIAL

- Building Permit Application along with required documents shown below
- Permit Application Fee based on square footage of the dwelling and attached garage

## **Residential Plan Submittal includes:**

- Site Plan to include Tree Survey and mitigation plan
- Floor Plan with elevations
- Sealed and signed Engineered Foundation Plan
- Wall, Ceiling, and Roof Framing Detail
- WPII or letter from Windstorm Engineer on their letterhead;
- Signed Residential Energy Check Report

## **Additional Submittals:**

- Electrical Plan submitted by licensed Electrician
- Plumbing Plan submitted by a Master Plumber
- Mechanical Plan submitted by licensed Mechanical contractor

*Impact Fees (water/sewer) must be paid prior to building permit being issued.*

CHECKLIST:



# BUILDING PERMIT COMMERCIAL

- Pre-development meeting (highly encouraged)
- Tree Survey and mitigation plan
- Building Permit Application
- Permit Application Fee
- Cover Sheet
- Site Plan
- Floor Plan with elevations
- Wall, Ceiling, and Roof Framing Detail
- Sealed and signed Engineered Foundation Plan
- WPII or letter from Windstorm Engineer on their letterhead;
- Impact Fees to be paid prior to permit issuance

## **BUILDING CONSTRUCTION PLANSTO INCLUDE:**

- Electrical Plan
- Plumbing Plan
- Mechanical Plan
- Landscape Plan
- ADA Plan with Elevation
- Engineered Drainage Plan with calculations
- Traffic Impact Analysis Worksheet and report (if applicable)
- Signed COM Check (energy calculations)
- Asbestos Report (if applicable))
- Texas Department of Licensing and Regulation (TDLR) project registration number (for accessibility standards compliance)

*Tree Survey and mitigation plan to be approved prior to permit submittal*

# CERTIFICATE OF OCCUPANCY

## What is a Certificate of Occupancy?

A Certificate of Occupancy (C of O) is a document issued by the Building Official. The building or structure would have to meet all the building codes, zoning regulations and other requirements for occupancy.

## When is a Certificate of Occupancy required?

A C of O is required any time a new business is opening in either an existing or new structure.

- A tenant change
- Change in the type of use
- Change of occupancy classification
- A major change in the characteristics of the business
- A new business

## What is the process?

A C of O ( user or ownership) where no construction is involved requires an application submitted to the Building Department

- One or more inspections will occur
- To schedule a building inspection, call 361/790-1177 or email [permits@cityofrockport.com](mailto:permits@cityofrockport.com).
- To schedule a Fire Inspection the Building Dept. will email the Fire Marshal with proper documents.
- Restaurants, day cares, other food services and commercial swimming pools require annual health inspection. To schedule please call 361-790-0121 the website is [www.aransascounty.org](http://www.aransascounty.org). For pet grooming and boarding a health inspection is also required, please call 361-790-0151.

**A C of O shall be issued at the end of a building project after:**

- All fees have been paid
- All inspections have been successfully passed



## APPLICATION FOR BUILDING PERMIT (C)

CITY OF ROCKPORT

2751 S.H. 35 BYPASS, ROCKPORT, TEXAS 78382 – (361) 790-1125

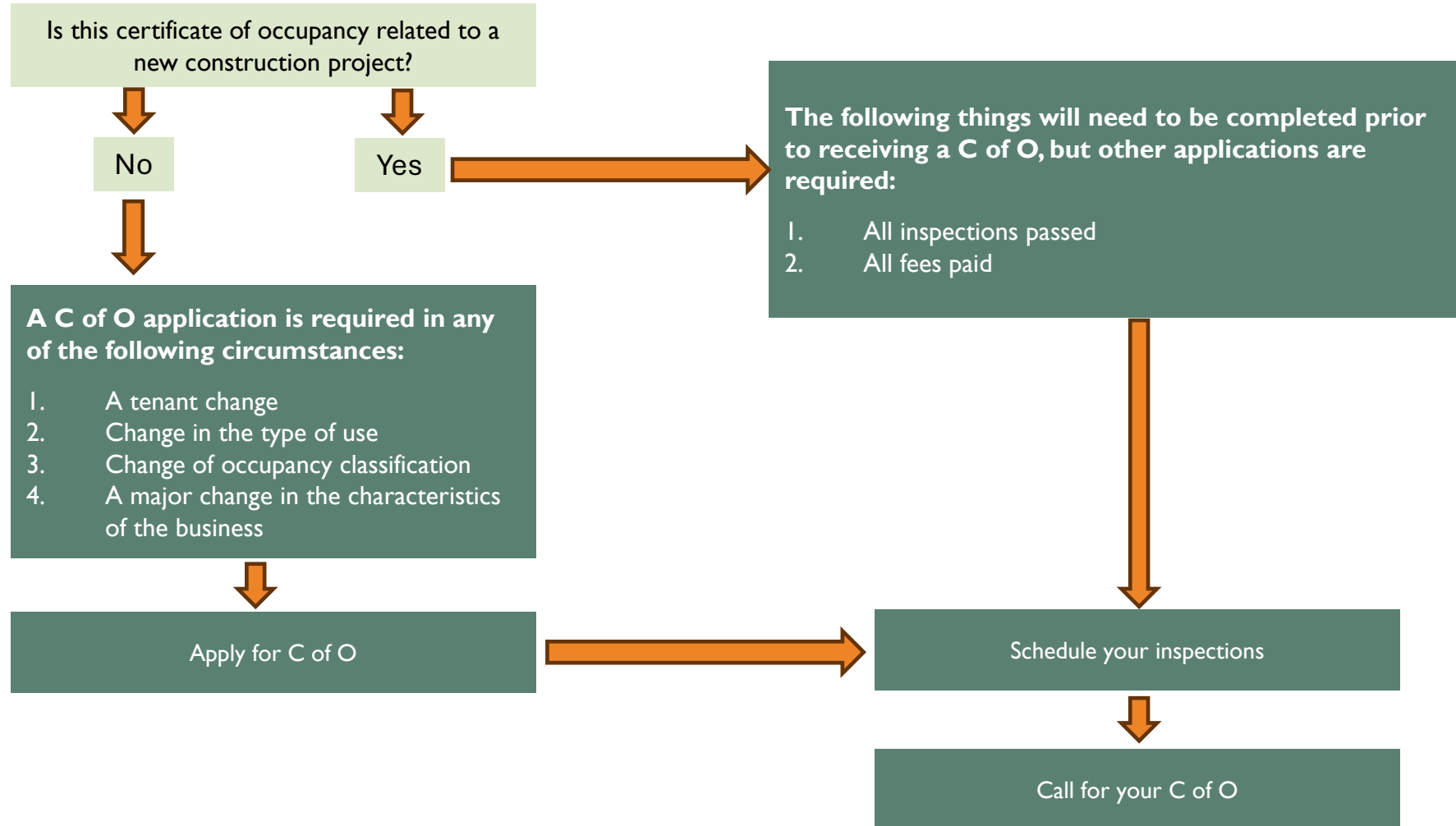
INSPECTION REQUEST LINE (361) 790-1177

\* MUST BE FILLED IN FOR SUBMITTAL

(OTHER INFORMATION MAY BE REQUIRED, DEPENDING ON SCOPE OF WORK)

* 1. JOB ADDRESS				
2. LEGAL DESCR.	LOT NO.	BLOCK	TRACT	
* 3. OWNER	MAIL ADDRESS		ZIP	PHONE
* 4. CONTRACTOR	MAIL ADDRESS		ZIP	PHONE
* 5. ENGINEER	MAIL ADDRESS		ZIP	PHONE
* 6. USE OF BUILDING	OCCUPANCY GROUP		CLASS OF WORK: <input type="checkbox"/> NEW <input type="checkbox"/> ADDITION <input type="checkbox"/> REPAIR <input type="checkbox"/> MOVE <input type="checkbox"/> REMODEL <input type="checkbox"/> OTHER	
* 7. DESCRIBE WORK				
8. OCCUPANCY CHANGE FROM: TO:		LOT SIZE (SQ. FT.)		LOT DIMENSIONS
SPECIAL CONDITIONS OR OTHER Is Health Certificate Required?:		* BUILDING SET BACKS: FRONT L - SIDE REAR R - SIDE		
* ON NEW CONSTRUCTION:		TOTAL FLOOR AREA (SQ. FT.)		HEIGHT OR NO. OF STORIES
	PLAN REVIEW FEE \$	TYPE OF CONST.	FOUNDATION	FLOOR TYPE
		INSIDE FINISH	ROOF	<input type="checkbox"/> PUBLIC SEWER <input type="checkbox"/> SEPTIC
* VALUATION OF WORK \$	PERMIT FEE \$	EXTERIOR FINISH	CEILING	
WATER IMPACT FEE \$			OFFSTREET PARKING	
SEWER IMPACT FEE \$	TOTAL FEE \$			
<b>NOTICE</b> Every permit issued shall become invalid unless the work on the site authorized by such permit is commenced within 180 days after its issuance, or if the work authorized on the site by such permit is suspended or abandoned for a period of 180 days after the time the work is commenced. The building official is authorized to grant, in writing, one or more extensions of time, for periods not more than 180 days each. The extension shall be requested in writing and justifiable cause demonstrated. I hereby certify that I have read both front and back of this application and understand the SFHA requirements. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any state or local law regulating construction or the performance of construction.				
* FLOOD HAZARD BOUNDARY DESIGNATION The City does hereby declare that the above mentioned property: is ____; or is not ____ located in a "SPECIAL FLOOD HAZARD AREA" as designated on the City's Flood Insurance Rate Map dated February 17, 2016.				
Panel NO. _____ Community NO. _____				
Flood Zone _____ Base Flood Elevation _____ + 18"= <span style="border: 1px solid black; padding: 2px;"> </span>				
Elevation Hub _____ *MINIMUM FINAL ELEVATION: ***An 18" freeboard is required in addition to the Base Flood Elevation.*** <input checked="" type="checkbox"/> All other Local, State, & Federal Permits must be secured prior to the beginning of work authorized by this permit. • A NFIP Elevation Certificate Form must be submitted by a registered surveyor at time foundation forms are set and prior to placement of concrete (foundation inspection), or prior to finished framing (framing inspection) if structure is on elevated piers. A final elevation certificate/flood proofing certificate is required for review and documentation prior to issuance of Certificate of Occupancy. Please read & sign back of Permit regarding information on building requirements related to flood prevention.				
* CITY ZONING DESIGNATION Applicant does hereby declare that the above mentioned property is zoned _____, as designated on the City's Zoning Map dated May 2014.				
DATE PLANS SUBMITTED _____				
WHEN PROPERLY VALIDATED BELOW – THIS IS YOUR PERMIT				
PERMIT ISSUED <input type="checkbox"/> PERMIT DENIED <input type="checkbox"/> REASON FOR DENIAL: _____				
BY: _____		DATE: _____		PERMIT NO. _____

# CERTIFICATE OF OCCUPANCY PROCESS



CHECKLIST:



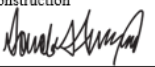
# CERTIFICATE OF OCCUPANCY



## *Certificate of Occupancy*

**Department of Building & Development**  
**City of Rockport, Texas**

This Certificate of Occupancy attests that all required applicable codes and ordinances in effect on the date of issuance have been made pursuant to the 2018 Edition of the International Building Code and the City Zoning Ordinance No. 1027. Any change in use or zoning category will cause this certificate to become invalid. Please [retain for](#) your records.

<u>Batman</u>		<u>N/A</u>		<u>1234 Bat Road</u>	
Name of Owner		Name of Business (if applicable)		Address of structure (legal address if required)	
<u>RESIDENTIAL</u>	<u>4</u>	<u>N/A</u>	<u>V</u>	<u>R-1</u>	
Use	Occupancy	Design Occupant Load	Type of Construction	Zoning District	
<u>25-123456</u>	<u>10/22/2025</u>				
Building Permit No.	Date of Issuance	Building Official's Signature <u>Or</u> Designee			

Any special stipulations and conditions: 1) Must always respond to Bat Signal

- All fees paid
- All inspections completed and approved
- Proposed change in land use is described
- Number of existing parking spaces are accounted
- Site plan provided
- Floor plan provided



# CHAPTER SEVEN

## MISCELLANEOUS PROCESSES AND PERMITS

### FENCE PERMIT

#### When is a fence permit required?

A fence permit is required any time fencing is higher than 6 feet. Any thing higher will need a site plan.

#### What is the process?

- There is no fence permit if it's 6 feet or less.
- If fence is higher an application and site plan can be submitted to the Permit Office, or through the portal, or email to [permits@cityofrockport.com](mailto:permits@cityofrockport.com).
- The site plan will need to show what materials are being used for residential or commercial.

### SEPTIC SYSTEM PERMITS

A permit is needed for a septic system when installing a new septic system or the modification of an existing septic system.

#### What is the process?

Contact the Environmental Health Division.  
[www.aransascountytexas.gov](http://www.aransascountytexas.gov)

### SIGN PERMIT

#### When is a sign permit required?

A sign permit may be required whenever a new sign is placed within the City Limits or the shape, size, or location of an existing sign changes.

#### What types of sign permits are available?

There are several different types of sign permits described below:

- On-Premises Attached Sign – This is a sign that is typically attached to the building that is being advertised it can also include window signs or signs attached to a wall or fence.
- On-Premises Free-Standing Sign – This typically is a pole or monument sign located on the property that is being advertised.

#### What is the process?

- An application, site plan, construction details/documents, and a WPII will need to be submitted to the Permit Office, or through the portal, or email to [permits@cityofrockport.com](mailto:permits@cityofrockport.com).

## GENERAL QUESTIONS

### **How do I contact the Planning & Development Services Department.**

Phone (361) 790-1125

Email [scantu@rockporttx.gov](mailto:scantu@rockporttx.gov) or [communityplanner@cityofrockport.com](mailto:communityplanner@cityofrockport.com)

Address 2751 S H 35 Bypass, Rockport, Tx 78382

### **How do I contact the Building Permitting Division?**

Phone (361) 790-1125

Email [permits@cityofrockport.com](mailto:permits@cityofrockport.com) or [bgarcia@cityofrockport.com](mailto:bgarcia@cityofrockport.com)

Address 2751 S H 35 Bypass, Rockport Tx 78382

### **When are City Council meetings held?**

The Rockport City Council regularly meets on the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of the month at 5:00pm at 212 N Live Oak St, Rockport Tx 78382.

The City of Rockport Council is composed of a Mayor elected at-large by the people for 3-year term and four Council Members elected by district for staggered 4-year term

### **When are Planning Commission meeting held?**

The Planning and Zoning Commission meetings are every 1<sup>st</sup> and 3<sup>rd</sup> Monday of every month at 5:30 p.m. in the Council Chamber at the City Hall located at 212 N Live Oak St.

Dates are routinely changed to accommodate holidays and special events. Members are appointed by City Council and serve 3-year terms.

### **EXTRATERRITORIAL JURISDICTION (ETJ)**

#### **Is my property located within the city limits of Rockport or in the ETJ?**

There are several ways to obtain the information, one way is to visit the city website look on the zoning map. Another way is to call the office of Building and Development, and they can assist you in finding out.

#### **What is the Extraterritorial Jurisdiction (ETJ)?**

An area of limited authority surrounding the City of Rockport, as allowed by state law, which extends in all directions from the municipal boundaries of the city.

#### **What is my property zoned if I live in the ETJ?**

There are no zoning regulations since state statutes limit the authority of cities to regulate outside of city limits and within the ETJ.

#### **What City regulations affect my property in the ETJ?**

Although there is no zoning in the ETJ, city utilities extend into the ETJ and are subject to permitting and Code requirements.

#### **What is annexation?**

The landowner(s) of approved subdivision developments within the city's ETJ which are adjacent to the city's corporate limits and connecting onto city water or sewer systems, shall be required to petition (make agreement) with the city for voluntary annexation with final acceptance of infrastructure.

#### **I'm in the ETJ but I would like to receive City services. Is it possible?**

This may be possible depending on services availability and may trigger annexation. Please consult city staff to schedule a meeting to review the process and your options.

## GENERAL QUESTIONS CONTINUED...

### **Does the City of Rockport have maps available online?**

Yes, interactive maps will soon be available on our city website that will provide the public access to our Geographic Information System (GIS) data in a user-friendly environment. The interactive maps will include information such as parcels, zoning districts, floodplains, collection routes, and much more. In the meantime, other maps can be found at:

Zoning and Heritage District Overlay Code Map – <https://www.rockporttx.gov/557/Zoning-Map>

### **Can I run a business from my home?**

An occupation or activity that is incidental and secondary to the primary use of a dwelling as a residence, not involving the conduct of a retail business, and conducted solely by an occupant of the residence. See Section **118-24.2.10** regarding Regulation of Home Occupations.

### **Who assigns a street address?**

Street addresses are assigned by the Aransas County Appraisal District located at 11 Hwy 35 N, 361- 729-9733.

### **What is the Comprehensive Master Plan?**

The Comprehensive Master Plan is the comprehensive long-range plan, adopted by the city council, which is intended to guide the growth and development of the city, which may include analyses, recommendations and proposal for the city regarding such topics as population, economy, housing, transportation, community facilities and land use. Can be found at <https://www.rockporttx.gov/ArchiveCenter/ViewFile/Item/3304>

### **Where can I find planning application submittal requirements and checklist?**

Plan Submittal Procedures can be found at <https://www.rockporttx.gov/DocumentCenter/View/15520/Plan-Submittal-Procedures>

Applications can be found at <https://www.rockporttx.gov/DocumentCenter/Index/567>



## GENERAL QUESTIONS CONTINUED...

### **PLANNING COMMISSION, BOARD OF ADJUSTMENT. AND CITY COUNCIL QUESTIONS**

#### **What is the function of the Planning Commission and Board of Adjustment?**

The Commission shall be responsible to act as an advisory board to the City Council that reviews the local zoning boundaries as well as the regulations to be enforced in them. The commission is comprised of 7 members. The Planning Commission makes recommendations to City Council for approval or denial of Zoning cases. The Commission has the full power to administer rules and recommendations pertaining to subdivisions and to platting in territories within the City limits and its extraterritorial jurisdiction.

The Board of Adjustment (BOA) is an appointed quasi-judicial board that provides equity for individuals who, through no fault of their own, would suffer injury if the Zoning Ordinance were strictly applied to their unique situation. The BOA may also grant special exceptions when provided by the Zoning Ordinance, hear appeals to decisions of the administrative officials, and Decide other matters delegated to them by the City Council.. Common requests include fence heights increases or reductions in setbacks. In order to be approved a request must meet ten Finding of Facts determining whether there is a hardship caused by the physical characteristics of the site that necessitates deviating from the standard regulations.

#### **What can I do to let the Planning Commission, Board of Adjustment or City Council know that I am either supportive of a proposed rezoning request or another application?**

For cases requiring a public hearing, property owners within a 200-foot radius of the subject property will be sent a letter informing them of the changes proposed at the property as well as the meeting time and location for the Planning Commission or the Board of Adjustment. Anyone may submit emails to [communityplanner@cityofrockport.com](mailto:communityplanner@cityofrockport.com) or letters and documents to the Planning & Development Department to be included in the packet. One may also attend Planning Commission, BOA and or City Council meetings and speak during the public hearing or public comment period.

#### **Where can the public see my application request?**

The general public and property owners can review the Public Hearing Notices published in the local newspaper.

### **PERMIT PORTAL**

It is a web-based permitting software the City of Rockport utilizes. Once registered as a contractor, a link will be sent out to you to set up with a username and password that enables you to submit digital plans and documents that will be reviewed, stored, and linked to the secure account.

Track the progress from beginning to end of current projects

View permit status and completed inspections via the permit search

Apply and pay for permits online

# GENERAL CONTACT INFORMATION

**Permit Technician, Christella Hernandez**

(361) 790-1125 ext. 227

permits@cityofrockport.com

**Building Inspector/Plan Review Examiner,  
Stephen Scott**

(361) 790-1125 ext. 114

sscott@rockporttx.gov

**Assistant Director/Chief Building Official, Robert  
Decker**

(361) 790-1125 ext. 111

rdecker@cityofrockport.com

**Building & Dev. Planning Tech, Stacy Cantu**

(361) 790-1125 ext. 224

scantu@rockporttx.gov

**Administrative Coordinator, Belinda Garcia**

(361) 790-1125 ext. 251

bgarcia@cityofrockport.com

**Building & Development Director/Community  
Planner, Carey Dietrich**

(361) 790-1125 ext. 226

cdietrich@cityofrockport.com