

Submitting a Fire Permit

The Rockwall Fire Marshal Division requires all permit submissions to be submitted via our online portal. In order to apply for permits users must create an account with the City's new Public Access Portal.

1. 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" button. (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).
2. Please enter a valid email, password and contact information in order to complete the registration process.
3. 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 submission.
4. To start a permit submission, click on the "create application" button at the top center of the screen. Choose "fire permits" and then select the appropriate permit type. Once the permit type has been chosen, click "begin application". **All fields in red are required.**
5. Enter the project name and the address where work will be performed. The address must be a valid address within the City of Rockwall.
6. You are required to upload plans for all permits. To upload documents, click on the "add" button and choose your document from the navigation window. Once the plan has uploaded, click on "label" and assign it the correct label.
7. The final step in submitting your permit is to accept the Terms and Payment Conditions. (All permit fees are generated when your permit has been approved and are to be paid at that time).
8. After the permit has been submitted it can be accessed by clicking the "submitted" tab. You will be notified via email once your permit has been approved.

Downloading a Permit & Stamped Plans

Once you have received your confirmation email that your plans have been approved you will be able to log into the web portal and download a copy of your permit and your stamped plans.

1. Log into the web portal using your user name and password you created when you submitted your permit application.
2. Once you have logged in you will see your permit application, click on it to open the application.
3. To print your permit, you will need to click the drop down under "issued" at the top of the page and select "get PDF report". A PDF document will download to your computer and you will be able to print it at that time.
4. To print a copy of your approved stamped plans, scroll down to the bottom of the application page to the "related documents" section and you will see a file titled "AHJ reviewed". Click on that file and once it downloads to your computer you will be able to print the document or save it to your computer.