

## eTRAKiT – Land Development and Permits eSystem

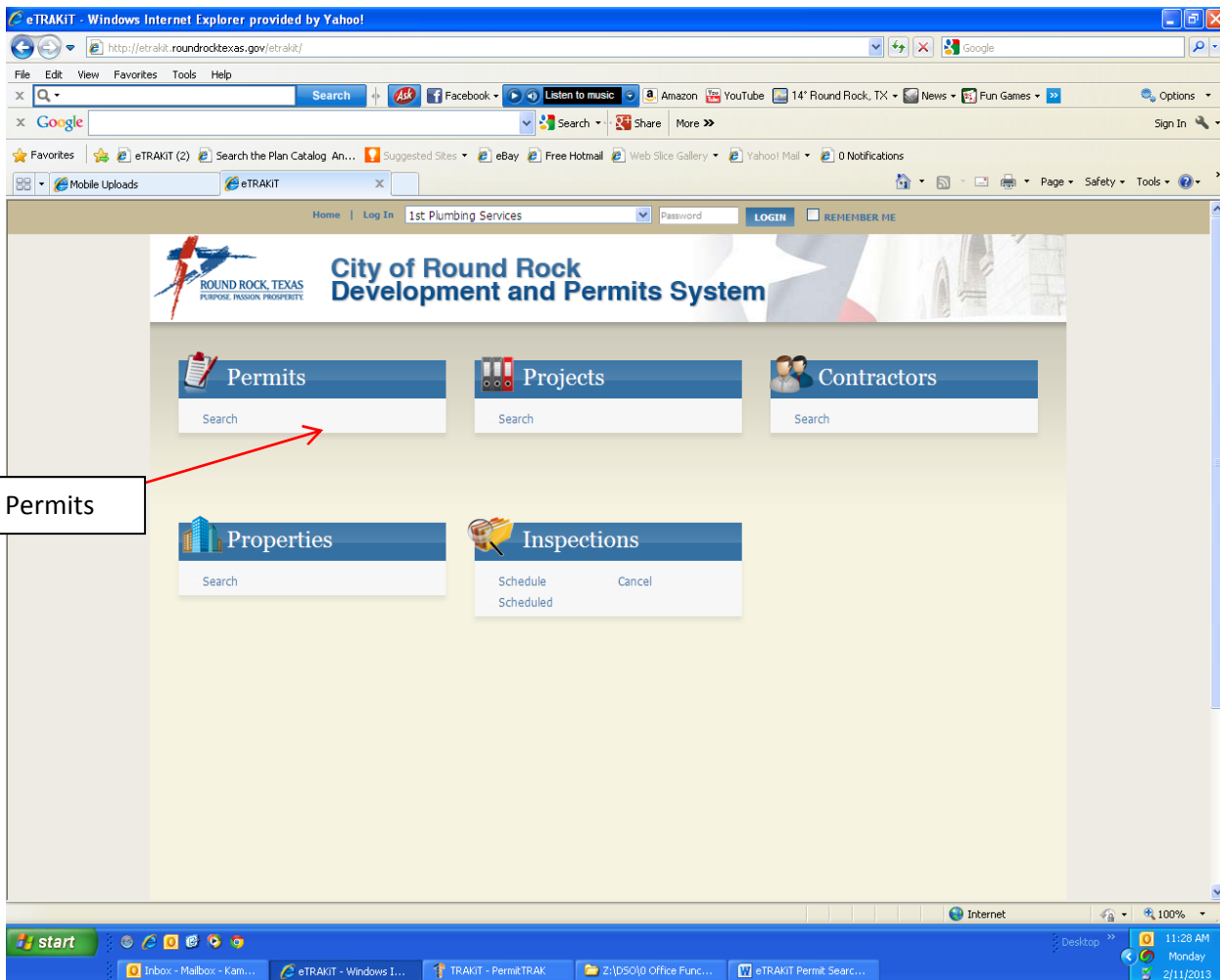
This system is accessible by project applicants or their representatives, and the general public through our [Development/Permit Tracker](#). This on-line system will allow users to see the progress of development projects, access review comments, schedule inspections and more.

The most efficient way to find what you are looking for is to search by permit number, which would be given to you by Development Services.

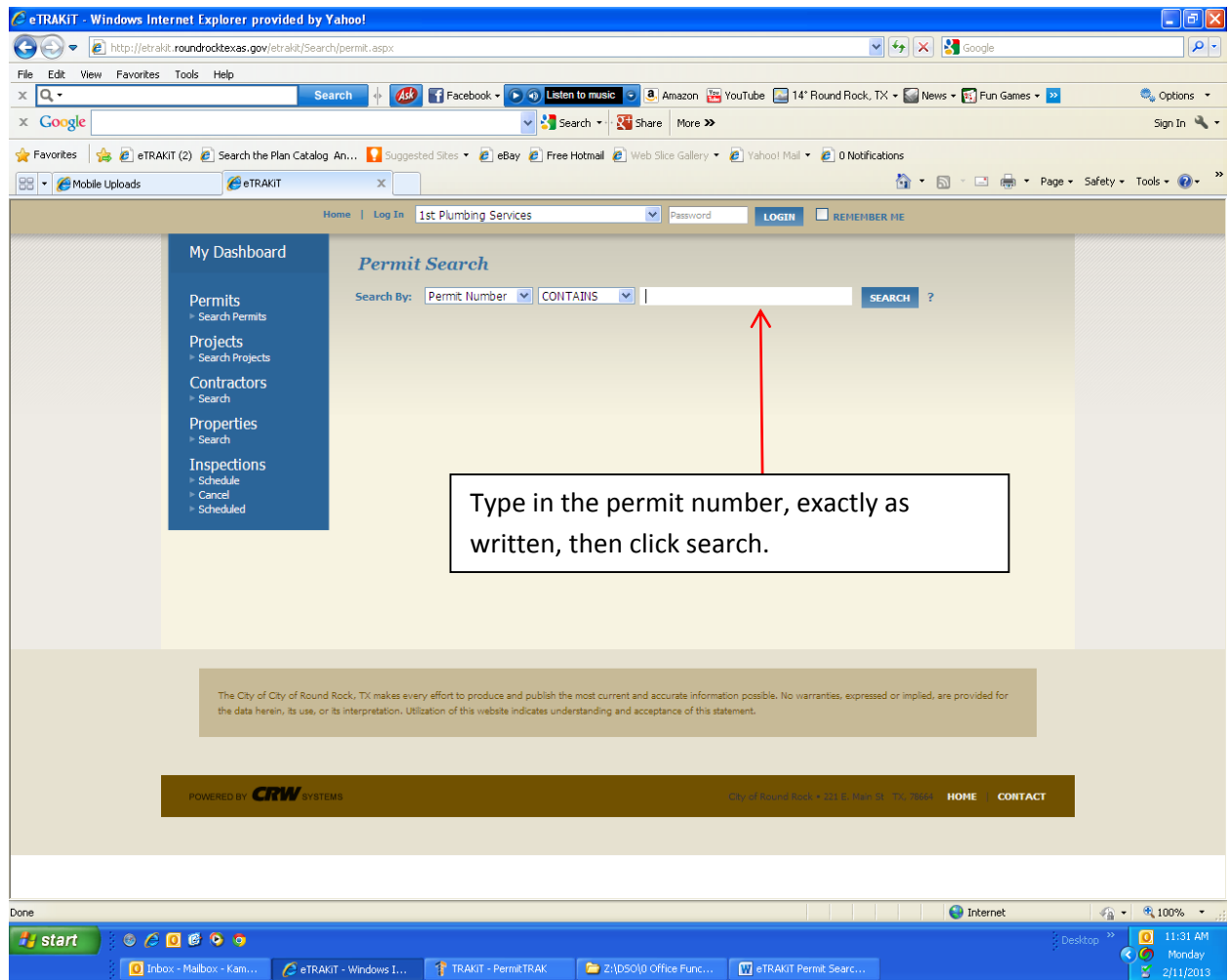
### Finding Your Permit

To locate your permit information, follow the directions below:

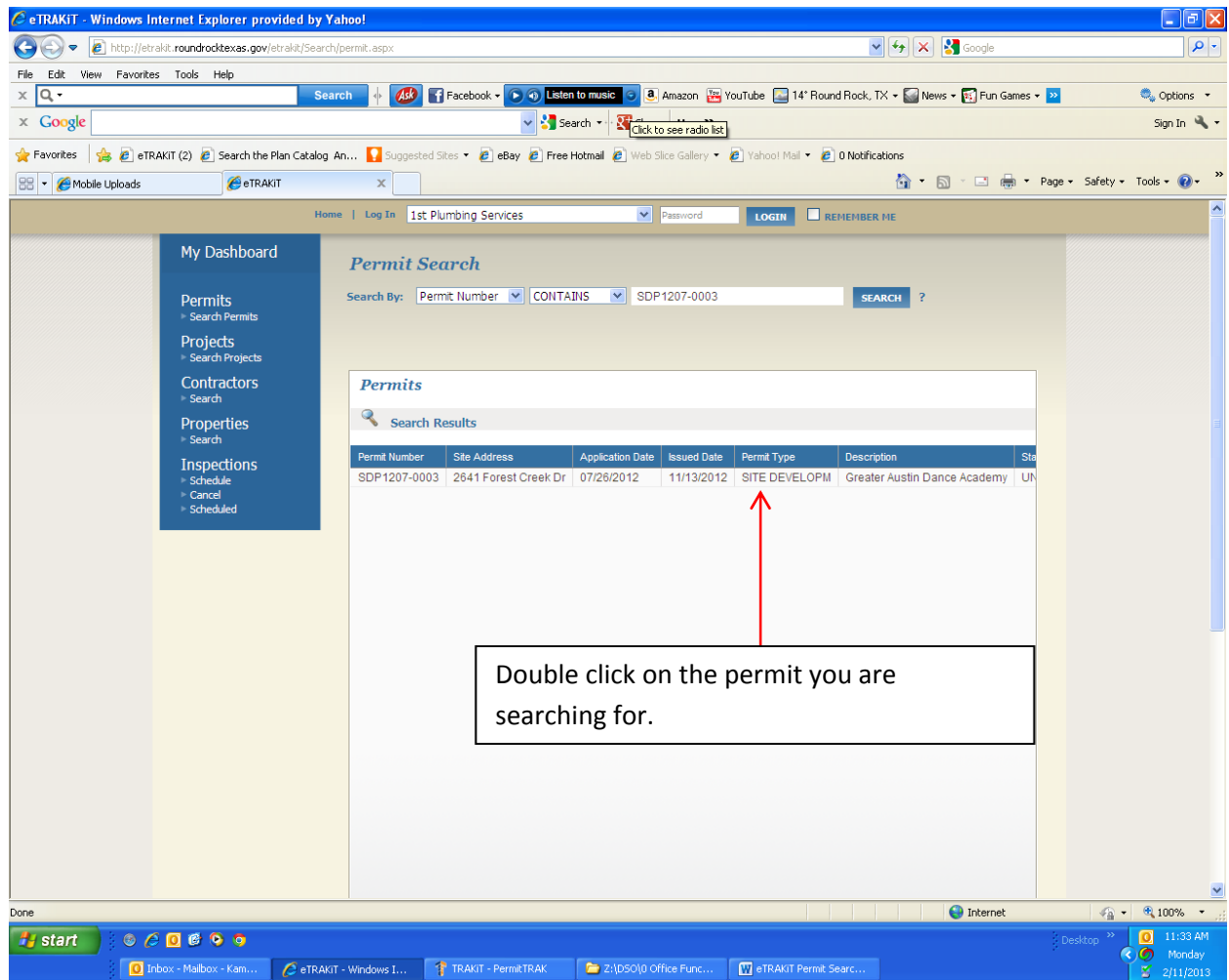
- ❖ Click on the link above and save it to your favorites in order for this site to be easily accessible in the future. You may also go to [www.roundrocktexas.gov](http://www.roundrocktexas.gov) and click on the Development/Permit Tracker listed under online services on the left side of the home page.



- ❖ Conduct a search, by permit number. Type in the permit number exactly as written in order to pull up the correct permit. Then click search.

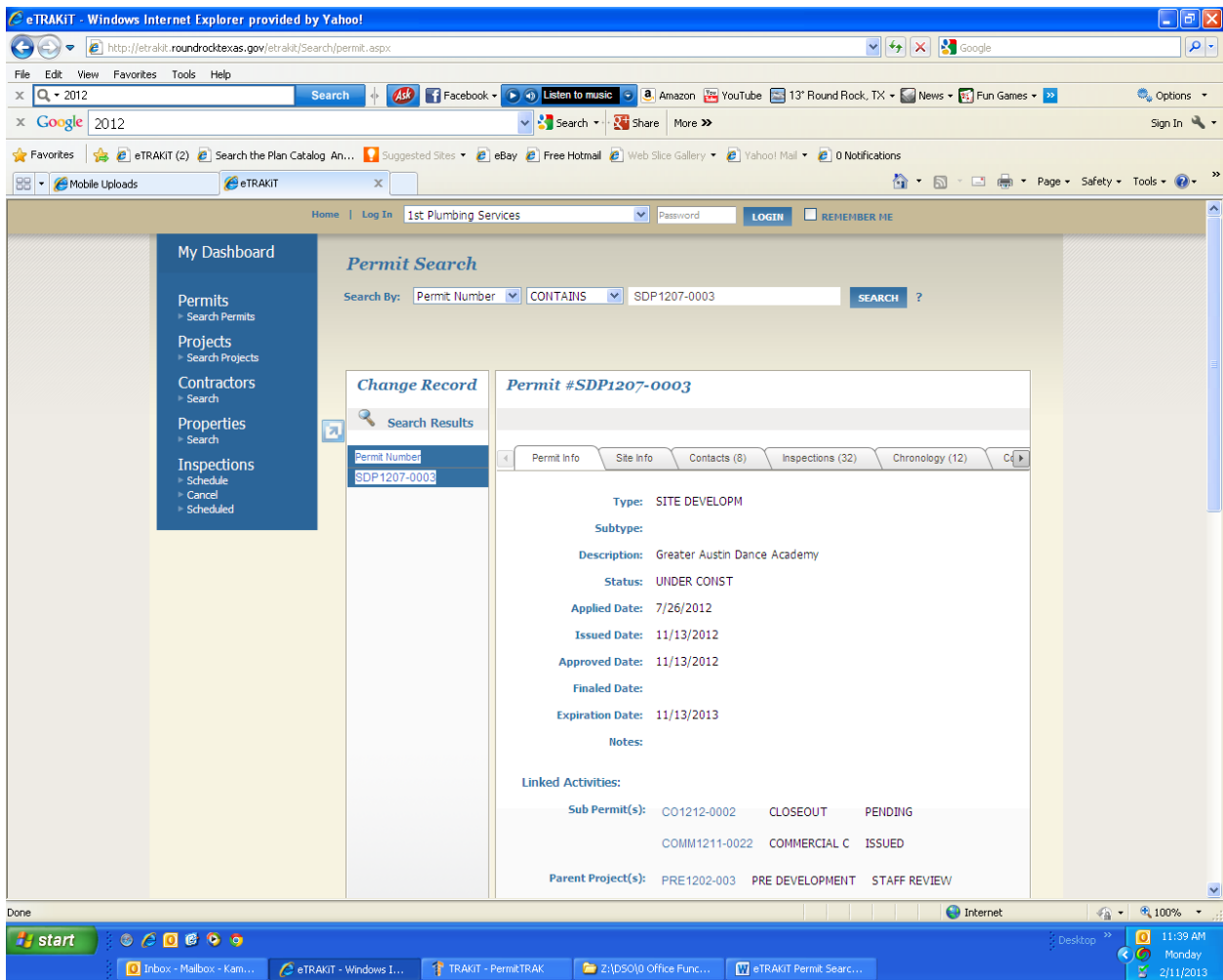


- ❖ Double click on the permit you are searching for. There is a scroll bar under the search results in order to see all of the fields pertaining to this permit such as the application date, permit number, address, type of permit, description (permit name), and the status.



## Tabbed Information

- ❖ After clicking on the appropriate permit you will see a variety of information.
  - The permit info tab allows one to see the project name, application date, permit name, project status, etc. This tab also includes all documents pertaining to the project that have been submitted by the applicants or sent back to the applicants. You will also be able to click on a link to other projects linked to your project.
  - The site info tab gives information on the property this project will be built on as well as a link to view the property on a map.
  - The contacts tab will allow you to view all the contacts for this project such as the property owner, engineer, architect, landscape architect. Etc.
  - The inspection tab will allow you to view which inspection has been conducted on this permit and what the outcome of the inspection is.
  - The reviews tab allows you to view the different reviews for each permit, when they were submitted, and what the status of the reviews are.



## Permit Types

We have a variety of permit types available to view within this system which could also include attachments. These varying permit types will pull up depending on the search criteria you enter. These include

- Site development/Small Project Permits – this includes any new site improvements or modification of site improvements.
- Subdivision Improvement Permits – this includes streets, water, wastewater, storm or roadways needed for commercial or noncommercial developments.

With these permits, we have a variety of sub-permits such as license agreements, wireless transmission facility, as-built plan review, TxDOT driveway permits, Certificate of Occupancy and Temporary Certificate of Occupancy. These permits may be linked to the original site or subdivision improvement permits. If there is a permit linked, there will be link in the permit info tab to view that linked permit.

## Attachments

In Development Services, we also attach documents to the permit. These attachments include comments issued by reviewers, notification letters directing applicants as to what is needed, email correspondence, legal documentation, red line review sets, approved construction plan sets as well as revision plan sets.

If you are having trouble locating information regarding your permit, please call Development Services at (512) 218-7043 for assistance.