To Schedule Inspections Online:

Your Registration/Contractor Code # is _____   PIN # is the same as Registration Code

Permit #: _____

1. Log on to http://roundrocktexas.gov. Select the 'Development/Permit Tracker' link from the list of Online Services section on the left hand side of the webpage.
2. At the top of the screen, find your Company name in the drop down list.
3. Enter your Pin number in the Password box.
4. Check the 'Remember Me' check box to the right of the login button.
5. Click the Login button.
6. You will be taken to your Company's Dashboard. This is a list of all Active Permits and Active Inspections.
7. Find the Permit Number that you wish to schedule inspections for. Click the 'Request' link under the Inspection column for that Permit Number.
8. Type in Contact Name, Phone Number, Site Address and Email Address if it is not populated with the correct information. All fields are required to be filled out.
9. Select the Inspection Type and Requested Date
10. Click 'Add Inspection' and 'Submit'. This will take you back to the Dashboard.
11. **If you are not taken back to the Dashboard, there is a field that is not filled out. Please check the top of the screen for any error messages.**

If you have any questions, please call Carol or Isabella at 218-5550

Schedule inspections before 4:00 pm for the following day.