



**ROUND ROCK TEXAS**  
BUILDING INSPECTION SERVICES

**Mayor**  
Craig Morgan

**Mayor Pro-Tem**  
Writ Baese

**Councilmembers**  
Tammy Young  
Rene Flores  
Matthew Baker  
Will Peckham  
Hilda Montgomery

**City Manager**  
Laurie Hadley

**City Attorney**  
Stephan L. Sheets

The City of Round Rock Building Inspection Department offers the option for contractors to establish a “prepaid permitting account”. Please review the enclosed materials and return the Agreement Letter and the initial deposit amount.

As outlined in detail in the accompanying materials, funds will be deposited into contractors prepaid permitting account in an amount equal to the costs of building permit fees, reinspection fees, and other fees necessary to complete the issuance of building permits for that builder. A statement of account activity will be sent at the end of each month.

Please feel free to give me a call with any questions.

Sincerely,

Isabella Morales  
City of Round Rock  
Building Inspection Department

**AGREEMENT LETTER**

Date \_\_\_\_\_

Mr. Mark Remmert  
Chief Building Official  
City of Round Rock  
301 W. Bagdad Ave #100  
Round Rock, TX 78664

Re:   Company Name           \_\_\_\_\_

      Company Address        \_\_\_\_\_

      City, State, Zip         \_\_\_\_\_

Dear Mr. Remmert:

The undersigned represents as follows:

- (1)   he/she has the authority to legally bind the above-named individual/company;
- (2)   the above-named individual/company herewith deposits with the City of Round Rock the initial sum of \$ \_\_\_\_\_ into a prepaid permitting account
- (3)   such sum represents the estimated costs for payment of permit fees and other fees necessary to complete the issuance of permits for the above-named individual/company for a one-month period;
- (4)   he/she expressly understand and agrees that prepaid permitting account funds shall be held in trust by the City of Round Rock in banking institutions, solely selected by the City, which are authorized to conduct business in the state of Texas;
- (5)   he/she hereby authorized the City of Round Rock to withdraw amounts from deposited funds in the event that the City deems such withdrawals necessary to complete payment for permit fees and other fees necessary to complete issuance of permits for the above-named individual/company;
- (6)   he/she expressly understands and agrees that the balance of the funds, if any, shall be returned to the above-named

individual/company only upon completion of all work with the City of Round Rock; and

- (7) he/she expressly understand and agrees that the City of Round Rock shall not be held liable for any acts or omissions committed in good faith, nor for any claims, demands, causes of action, losses, liabilities, damages, cost or expenses, nor for any damages claimed or suffered by the above-named individual/company except those arising directly from the gross negligence or willful misconduct of the City.

By: \_\_\_\_\_

Signature

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**ACKNOWLEDGEMENT**

THE STATE OF TEXAS §

§

COUNTY OF \_\_\_\_\_ §

This instrument was acknowledged before me on the \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_, by \_\_\_\_\_, as \_\_\_\_\_ of the above-named individual/company, on behalf of said entity and for the purposes and consideration therein expressed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE on this the \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_.

\_\_\_\_\_  
Notary Public, State of Texas

Printed Name: \_\_\_\_\_

Commission Expires: \_\_\_\_\_