

Creating and Submitting a Commercial Accessory Structure Application

1. Login to the Portal at <https://permits.roundrocktexas.gov/> if you aren't already.
2. From My Dashboard, click **Create New Application**

My Dashboard

Create New Application

My Applications

The table below contains a list of all of your applications. To view more details about an application, click the icon.

Show entries Search:

App Number	Project Name	Type	Sub-Type	Status
SE23-000029		Special Event Permit		Closed
FA23-00012	New Fire Alarm Permit	Fire Alarm		Fees Paid
SE23-000027		Special Event Permit		Issued
ROW23-00015		Utility Work in Right of Way	Right of Way Permit - Telecom	Review
SCN23-00010		Small Cell Node	Small Cell Node - Node Support Pole	Issued
ROW23-00012		Utility Work in Right of Way	Right of Way Permit - Electric	Issued
COM23-00041		Commercial Building	Commercial Building Addition	Issued
SE23-000022		Special Event Permit		Closed
SE23-000021		Special Event Permit		Closed

3. **Application Tab:** Clicking **New Application** to create a brand-new application. You can also add a project name at this stage. Clicking on **Building Inspection Services** will reveal an expandable list of all the available application types. Find the type of application you wish to submit by expanding the department's name. Select **Next** at the bottom of the screen to continue.

Create Application

Application Type | Location | People | Contractors | Application Details | Upload Files | Terms & Conditions

Select an application category to expand the list and choose a listed application type. Optionally, add a Project Name to use for future reference. Click the Next button to advance to the next step.

Please verify if address is in the City Limits before submitting an application. Below is the link to our Address Checker: [Round Rock Address Verification Tool](#)

New Application
This option will create a new application.

Linked Application
This option will create a linked application. You will need to select a parent application.

Add Project Name (if applicable)

Select Application Type:

Administration Permits

Building Inspection Services

Commercial Building Permits

Building

Accessory Structure

☒ New

4. **Location Tab:** On the search bar, type in the project address. Once it auto-populates, click on it and scroll down the page and click **Next**.

Create Application - New Construction

Application Type **Location** People Contractors Application Details Upload Files Terms & Conditions

Map view showing a street map with a search bar at the top right containing "221 E MAIN ST ROUND I". A "Parcel Information" popup is visible over the map, showing:

Parcel Information

RCode: R071305

Description: ROUND ROCK ORIGINAL PLAT, BLOCK 10, LOT 1-5 & 13-16

Zoom to 1 of 2

Selected Addresses

Remove any address that is not part of your location selection.

Show 10 entries

Location

221 E MAIN ST ROUND ROCK TX 78664

Showing 1 to 1 of 1 entries

Remove Address

Selected Parcels

Remove any parcel that is not part of your location selection.

Show 10 entries

RCode Legal Desc.

R071305 ROUND ROCK ORIGINAL PLAT, BLOCK 10, LOT 1-5 & 13-16

Showing 1 to 1 of 1 entries

Remove Parcel

NOTE: If the address does not auto-populate, then type the address and the suite number (if applicable) on the “**I cannot find my location using the map**” section. Once you type it out, scroll down the page and click **Next**.

Create Application - New Construction

Application Type **Location** People Contractors Application Details Upload Files Terms & Conditions

Map view showing a street map with a search bar at the top right containing "221 E MAIN ST ROUND I". A "Parcel Information" popup is visible over the map, showing:

Parcel Information

RCode: R071305

Description: ROUND ROCK ORIGINAL PLAT, BLOCK 10, LOT 1-5 & 13-16

Zoom to 1 of 2

Selected Addresses

Selected Parcels

I cannot find my location using the map.

Location

221 E MAIN (ADD SUITE # IF APPLICABLE)

Previous Cancel Next

5. **People Tab:** You can use the **Add My Info** button to auto-populate your contact information into the application. If you are also the owner, you can use this button here as well. If you aren't the owner, you can enter their contact information manually, but the **Owner** section is optional. Click **Next** to continue.

The screenshot shows the 'People' tab selected in the top navigation bar. Below the navigation bar, the 'Applicant' section is visible. It contains a form with fields for Name, Company Name, Address 1, Address 2, City, State, Zip, Phone, and Email. The 'Add My Info' button is highlighted with a red box. At the bottom of the form, there is a 'Comments/License Number' field. Navigation buttons 'Previous', 'Cancel', and 'Next' are located at the bottom of the page.

6. **Contractor Tab:** Use the **Search** bar to search for the contractor(s) you want to add to the application. Select the contractor(s) in the **Search and Add Contractors** section and click the **Add** button to add them to the application. ****NOTE: Round Rock strictly follows a one-permit system. To prevent any delays in your project, you must include all relevant sub-contractors in the permit application. Although including them it is not necessary at the time of application submittal, it is required before the permit can be issued****

The screenshot shows the 'Contractors' tab selected in the top navigation bar. Below the navigation bar, the 'SEARCH AND ADD CONTRACTORS' section is visible. It contains a search bar with the text 'TTWL' entered. Below the search bar, there is a table with columns for Contractor Name, City, State, Contractor Type, and License Num. The table shows 'No matching records found'. Below the table, there is a button labeled 'Add'. At the bottom of the section, there is a message 'Showing 0 to 0 of 0 entries (filtered from 13,070 total entries)'. Below this, the 'SELECTED CONTRACTORS' section is visible. It contains a table with columns for Contractor Name, City, State, Contractor Type, and License Num. The table shows 'No data available in table'. Below the table, there is a button labeled 'Remove'. At the bottom of the section, there is a message 'Showing 0 to 0 of 0 entries'.

7. **Application Details Tab:** Fill out any relevant application details for the type of application you selected. Click **Next** at the bottom of the page to continue.

Application Type Location People Contractors **Application Details** Upload Files Terms & Conditions

COMMERCIAL BUILDING PERMIT INFO

Describe Work *

Structure Square Footage *

Number of Stories *

Project Value (dollars) *

TDLR Project # *

SDP Permit # (if applicable)

CODE ANALYSIS WITH PLANS

Construction Type *

Occupancy Type *

Occupant Load

Building Use *

Any line item that has a red asterisk * is required to move forward

8. **Upload Files Tab:** Upload the required documents. You can drag and drop or click **Browse** to locate the documents on your computer. Click **Next** to continue.

Application Type Location People Contractors Application Details **Upload Files** Terms & Conditions

Construction Drawings *

Property Survey/plot plan marked with the proposed location of the structure *

Electrical & Plumbing Details *

Optional Attachment

Drag & Drop your files or Browse

Any line item with a red asterisks * is required to move forward

Previous Cancel Next

9. **Terms & Conditions Tab:** Review the *Terms and Conditions* for your application type and click **I agree with the terms and conditions** if you agree. The green **Submit** button will become selectable when you agree to the terms and conditions. Click **Submit** to submit the application.

The screenshot shows the 'Terms & Conditions' tab selected in the top navigation bar. Below the navigation bar, there is a light blue box containing the terms and conditions text. Below this box, there is a checkbox labeled 'I agree with the terms and conditions.' which is currently unchecked. To the right of the checkbox is a red asterisk. Below the checkbox is a green 'Submit' button, which is highlighted with a red box. Below the 'Submit' button are two buttons: 'Previous' and 'Cancel'.

☐ I agree with the terms and conditions. *

Submit

Previous Cancel

10. The application was successfully created, and a reference number is given. From here, you can **View Permit Information** or **Apply for a New Permit**. (EXAMPLE BELOW)

The screenshot shows the 'Application Created' confirmation page. The page has a light blue header with the 'Create Application - New' title. Below the header is a navigation bar with tabs: 'Application Type', 'Location', 'People', 'Contractors', 'Application Details', 'Upload Files', and 'Terms & Conditions'. The 'Terms & Conditions' tab is selected. The main content area has a green checkmark icon and the text 'Application Created'. Below this, it says 'Thank you for submitting your permit application. Your application will be reviewed for completeness and calculation of associated fees. The reference number for your application is: COM23-00043'. At the bottom of the main content area are two buttons: 'View Permit Information' and 'Apply for New Permit'. On the left side of the page is a sidebar with a navigation menu. The sidebar has a logo for 'ROUND ROCK TEXAS' and a list of navigation items: 'Home', 'Incomplete Applications', 'Create', 'Reports', 'Error Log', 'Modify Account', and 'Log Out'. At the bottom of the sidebar is a 'Select Language' dropdown menu. At the bottom of the page is a footer with the text '2023 Timmons Group' and links for 'About' and 'Contact Us'.

NAVIGATION

- Home
- Incomplete Applications
- Create

ADMIN TOOLS

- Reports
- Error Log

ACCOUNT

- Modify Account
- Log Out

Select Language

Create Application - New

Application Type Location People Contractors Application Details Upload Files Terms & Conditions

Application Created

Thank you for submitting your permit application. Your application will be reviewed for completeness and calculation of associated fees. The reference number for your application is: COM23-00043

View Permit Information Apply for New Permit

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