Commercial Complete Demo Application

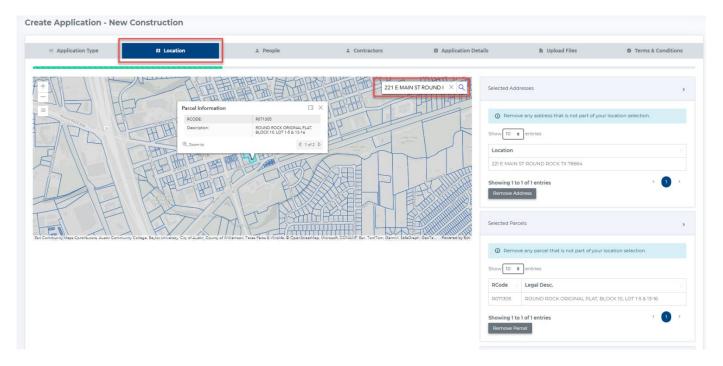
- 1. Login to the Portal at <u>https://permits.roundrocktexas.gov/</u> if you aren't already.
- 2. From My Dashboard, click **Create New Application**

-					Q pllad
ROUND ROCK TEXAS	My Dashboar	ď		⊕ Creat	e New Applicati
n					
mplete ons		My Application	ons My Fees	My Inspection Requests	
te	My Application	15			
DLS	 The table be 	elow contains a list of all of your a	applications. To view more details about an a	application, click the Q icon.	
orts					
r Log	Show 10 🜩 ent	ries		Search:	
	App Number	Project Name	Туре	Sub-Type	Status
ify Account	• SE23-000029		Special Event Permit		Closed
Out	FA23-00012	New Fire Alarm Permit	Fire Alarm		Fees Paid
out	• SE23-000027		Special Event Permit		Issued
Language V	ROW23-00015		Utility Work in Right of Way	Right of Way Permit - Telecom	Review
Language	(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
	OM23-00041		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.

Application Type	II Location	1 People	1 Contractors	Application Details	B Upload Files	Terms & Conditions
③ Select an application category to expand	the list and choose a listed application type. Optiona	Ily, add a Project Name to use for future refer	ence. Click the Next button to advance to the next ste	ep.		
Please verify if address is in the City Limits be Round Rock Address Verification Tool	fore submitting an application. Below is the link to o	ur Address Checker:				
New Application This option will create a new application.			O Linked Applicat This option will create a lin	ion nked application. You will need to select a parent application.		
Add Project Name (if applicable)						
PROJECT NAME						
Select Application Type: Administration Permits						
✓Building Inspection Services						
✓Commercial Building Permits						
> Building						
> Accessory Structure						
> Multi-Family						
> Deck/Patio						
Swimming Pool						
> Retaining Wall						
Vother Permits Interior Demolition Generator Moving Foundation Repair Solar Panel System						
Complete Demolition Rack Commercial Re-Roof						

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**.



NOTE: If the address <u>does not</u> auto- populate, then type the address and 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 O	Construction					
Application Type	Ø Location	1 People	1 Contractors	Application Details	B Upload Files	Terms & Conditions
			Search By	Address QT :	Selected Addresses	>
				TH	Selected Parcels	>
E	Route			Cree 1	I cannot find my location using the map.	~
					221 E MAIN (ADD SUITE # IF APPLICABLE)	
Ean Communey Meas Contributors, Austin Communey	College, Beyler University, City of Austin, County of V	Marraon, Texas Perka & Walife & OpenStreetMap. Mo	resoft CONAV [®] Ern TomTom, Germin Sefe	reph. Geo Tech Powered by Esri		
Previous Cancel						Next

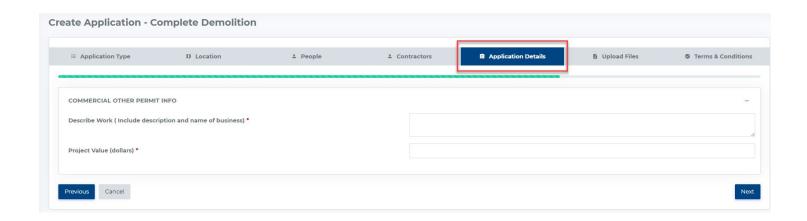
5. People Tab: In the Applicant section, you can use the Add My Info button to auto-populate your contact information into the application. If you are also the owner, you can use this button here as well. If you aren't the owner, you can enter their contact information manually, but the Owner section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

■ Application Type	Ø Location	≛ People	1 Contractors	Application Details	B Upload Files	Terms & Conditions
Applicant			-			
Add My Info	Com	ipany Name				
Address 1 •						
Address 2						
City *	State • Texas	Zip •				
Phone *	Ema	â1 •				
Comments/License Number						
			18			
Previous Cancel						Next

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**

f you are unable to find the con	tractor in our system, they will need to su	ubmit a Contractor Registra	tion application here in	the portal.		
RCH AND ADD CONTRACTOR	s					
how 10 + entries					Sea	rch: 11WL
Contractor Name		City	State	Contractor Type	License Num	
			No	matching records found		
ECTED CONTRACTORS						
how 10 ¢ entries		City	State	Contractor Type	License Num	
		City		data available in table	License Num	

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.



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.

Create Application - Co	omplete Demolition					
Application Type	D Location	1 People	L Contractors	Application Details	b Upload Files	Terms & Conditions
Site plan showing the structure	being demolished *					
			Drag & Drop your files or <u>Browse</u>			
An asbestos survey if walls are b	eing removed from a building bu	ilt before 1980				
			Drag & Drop your files or <u>Browse</u>			
Optional Attachment						
			Drag & Drop your files or Browse			
Previous Cancel						Rowered by PCD14

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.

≅ Application Type	Ø Location	2 People	2 Contractors	Application Details	D Upload Files	Terms & Conditions
unless standalone work will and void if work or authorize ALL PROVISIONS OF LAWS	be performed. This permit appl d construction does not comm AND ORDINANCES GOVERNIN	ication becomes null and void nence within 6 months. I HERE G THIS TYPE OF WORK WILL E	d if permit is not issued within 6 r EBY CERTIFY THAT I HAVE READ BE COMPLIED WITH WHETHER S	s shall be included in one permit ap months of permit application date. AND EXAMINED THIS APPLICATIOI SPECIFIED HEREIN OR NOT. THE GI ION OR THE PERFORMANCE OF C	Once the permit is issued, t N AND KNOW THE SAME TO RANTING OF A PERMIT DO	the permit becomes null O BE TRUE AND CORRECT.
agree with the terms and Submit Previous Cancel	l conditions. •					

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**.

1-		Q plladmin
ROUND ROCK TEXAS	Create Application - New	
NAVIGATION		
슈 Home	🗉 Application Type 🛛 Location ± People ± Contractors 🖬 Application Details 🖪 Upload Files	Terms & Conditions
III Incomplete Applications		
Create	4	
ADMIN TOOLS	Application Created	
② Reports	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	
A Error Log		
ACCOUNT	View Permit Information Apply for New Permit	
10 Modify Account		
🕒 Log Out		
G Select Language V		
o orier cangaage		
	2023 Timmons Group	About Contact Us