

Commercial Deck Patio 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 10 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

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)
PROJECT NAME

Select Application Type:

- > Administration Permits
- > Building Inspection Services
 - > Commercial Building Permits
 - > Building
 - > Accessory Structure
 - > Multi-Family
 - > Deck/Patio
 - ☐ New
 - ☒ Addition/Remodel

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 showing location selection. A red box highlights the address "221 E MAIN ST ROUND ROCK TX 78664" in the search bar. A "Parcel Information" popup is visible, showing RCODE: R071305 and Description: ROUND ROCK ORIGINAL PLAT, BLOCK 10, LOT 1-5 & 13-16.

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 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 showing location selection. A red box highlights the "Search By Address" bar.

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:** 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.

The screenshot shows the 'People' tab selected in the top navigation bar. The 'Applicant' section is active, displaying a form with the following fields: Name, Company Name, Address 1, Address 2, City, State (dropdown menu showing 'Texas'), Zip, Phone, and Email. A red box highlights the 'Add My Info' button in the top left corner of the form. At the bottom of the form are 'Previous' and 'Cancel' buttons. A 'Next' button is located at the bottom right 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. The 'SEARCH AND ADD CONTRACTORS' section is active, displaying a search bar with the text 'TTWL'. Below the search bar is a table with columns: Contractor Name, City, State, Contractor Type, and License Num. The table shows 'No matching records found'. A red box highlights the 'Add' button below the table. The 'SELECTED CONTRACTORS' section is also visible, showing a table with the same columns and 'No data available in table'.

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.

The screenshot shows the 'Application Details' tab selected in the top navigation bar. The main content area is titled 'COMMERCIAL OTHER PERMIT INFO'. It contains two text input fields: 'Describe Work (Include description and name of business) *' and 'Project Value (dollars) *'. At the bottom left are 'Previous' and 'Cancel' buttons, and at the bottom right is a 'Next' button.

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.

The screenshot shows the 'Upload Files' tab selected in the top navigation bar. The main content area has three sections for file uploads: 'Copy of Survey Showing Location of Work *', 'One complete set of Construction Plans *', and 'Optional Attachment'. Each section has a large gray area with the text 'Drag & Drop your files or Browse'. At the bottom left are 'Previous' and 'Cancel' buttons, and at the bottom right is a 'Next' button.

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. The main content area displays the terms and conditions text. Below the text is a checkbox labeled 'I agree with the terms and conditions. *'. The checkbox is checked, and a green 'Submit' button is visible. At the bottom left are 'Previous' and 'Cancel' buttons.

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**.

The screenshot shows the 'Create Application - New' confirmation page. The top navigation bar is the same as the previous screens. The main content area has a heading 'Application Created' and a message: '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'. Below the message are two buttons: 'View Permit Information' and 'Apply for New Permit'. On the left side, there is a sidebar with navigation links: Home, Incomplete Applications, Create, Reports, Error Log, Modify Account, and Log Out. At the bottom of the sidebar is a 'Select Language' dropdown.