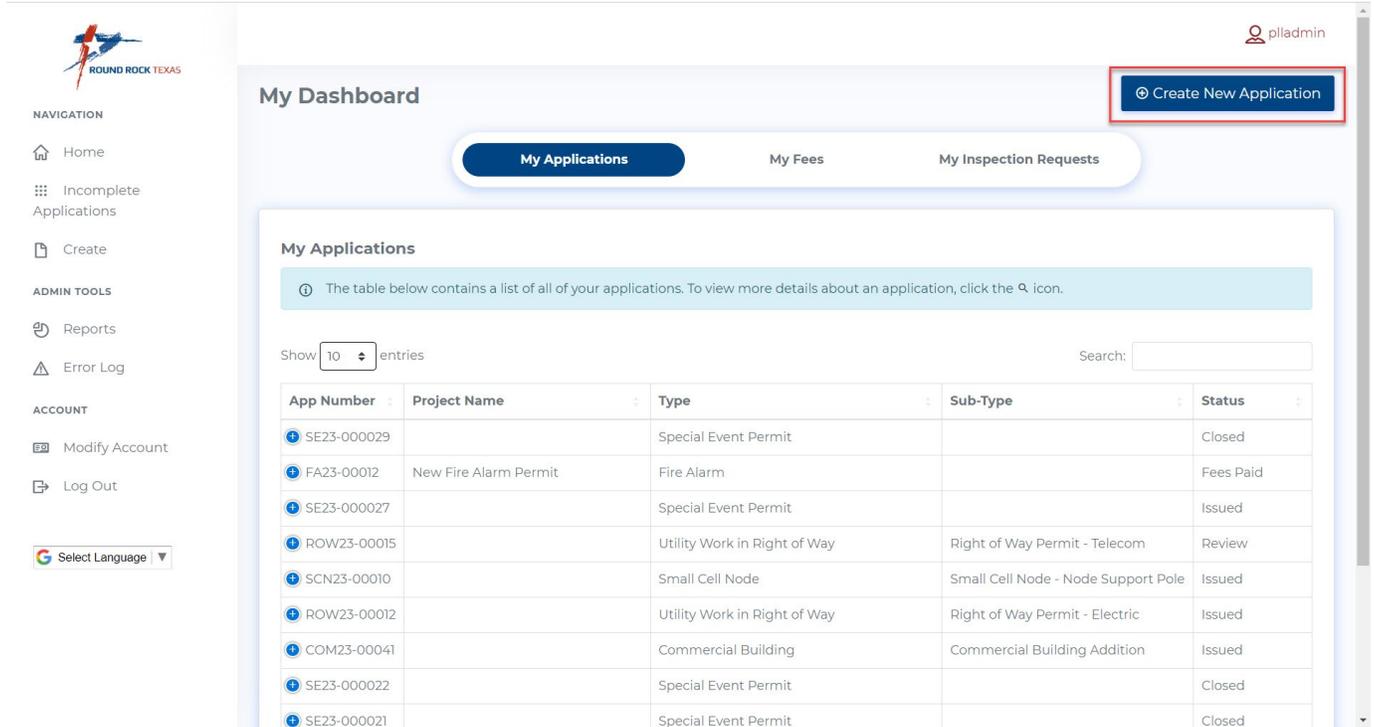


Commercial MECHANICAL HOOD TRADE Application

If your scope of work involves an interior remodel or new construction, please do not proceed. Your application will be denied. Contact your general contractor for further instructions.

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](#)

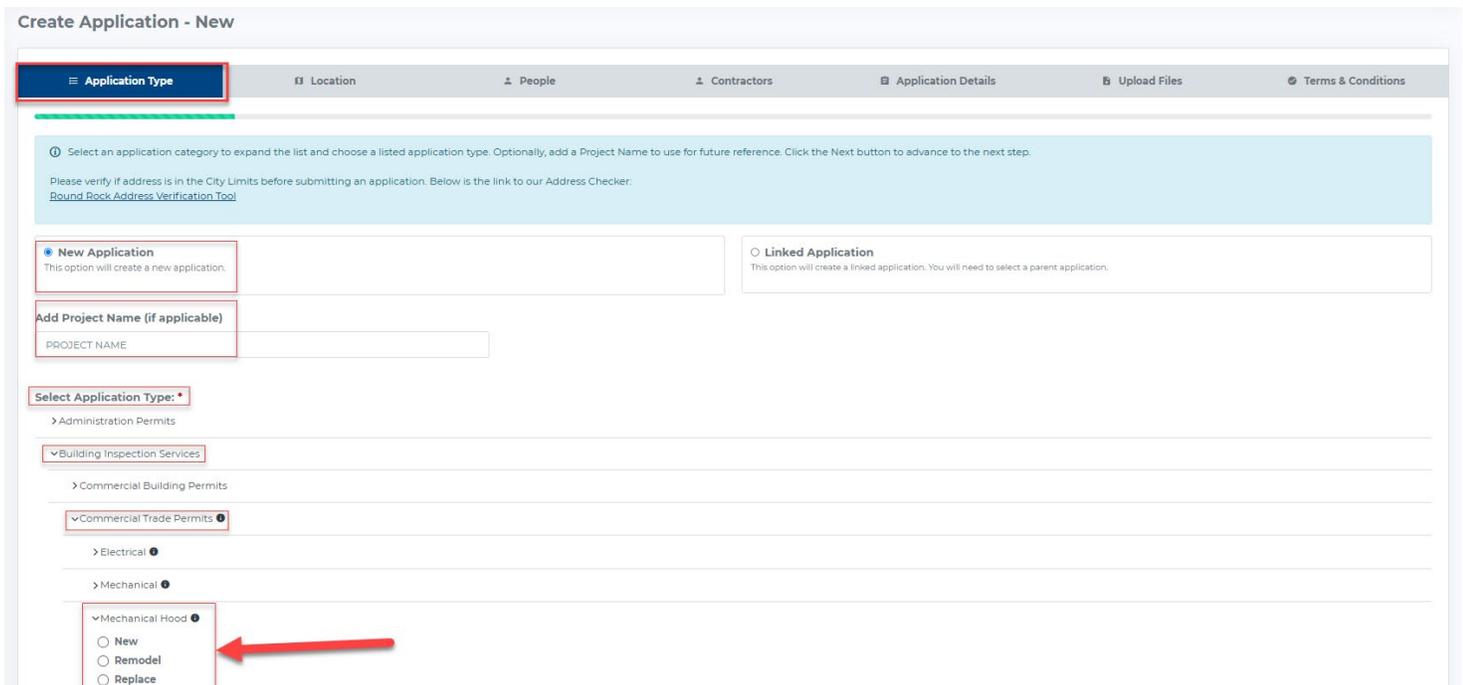
My Applications

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 - New

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.

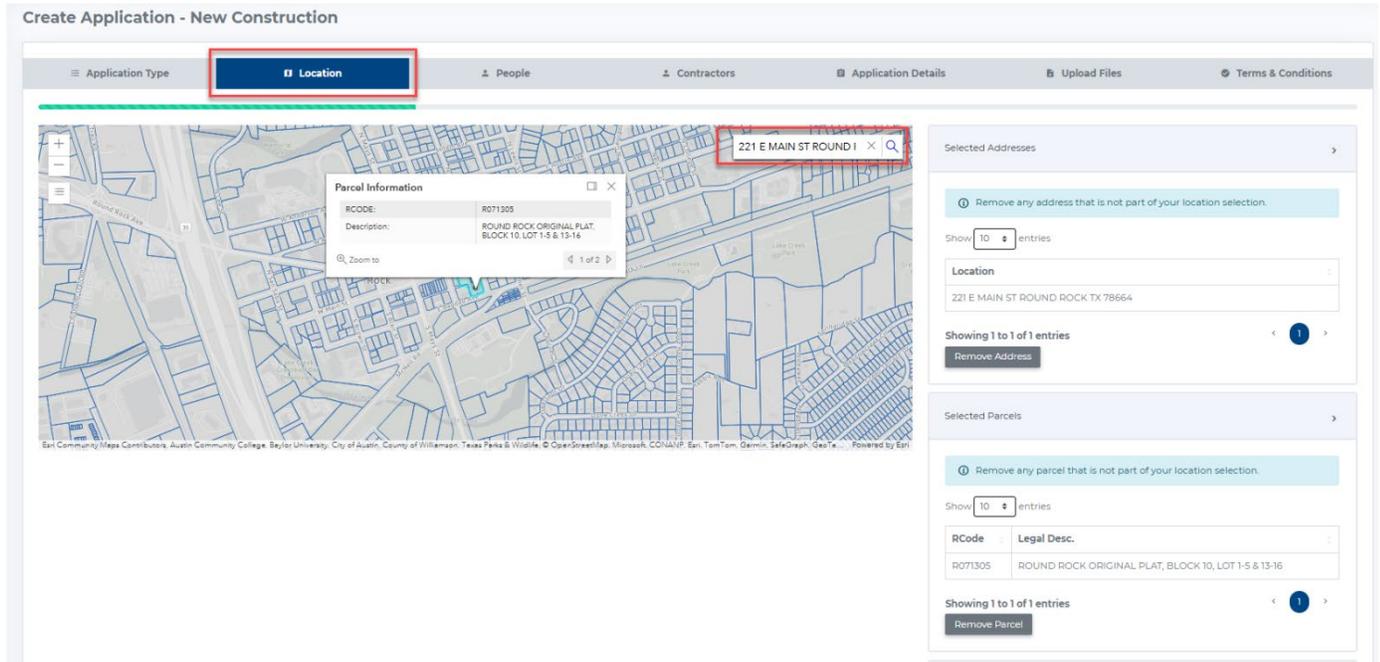
Linked Application
This option will create a linked application. You will need to select a parent application.

Add Project Name (if applicable)
PROJECT NAME

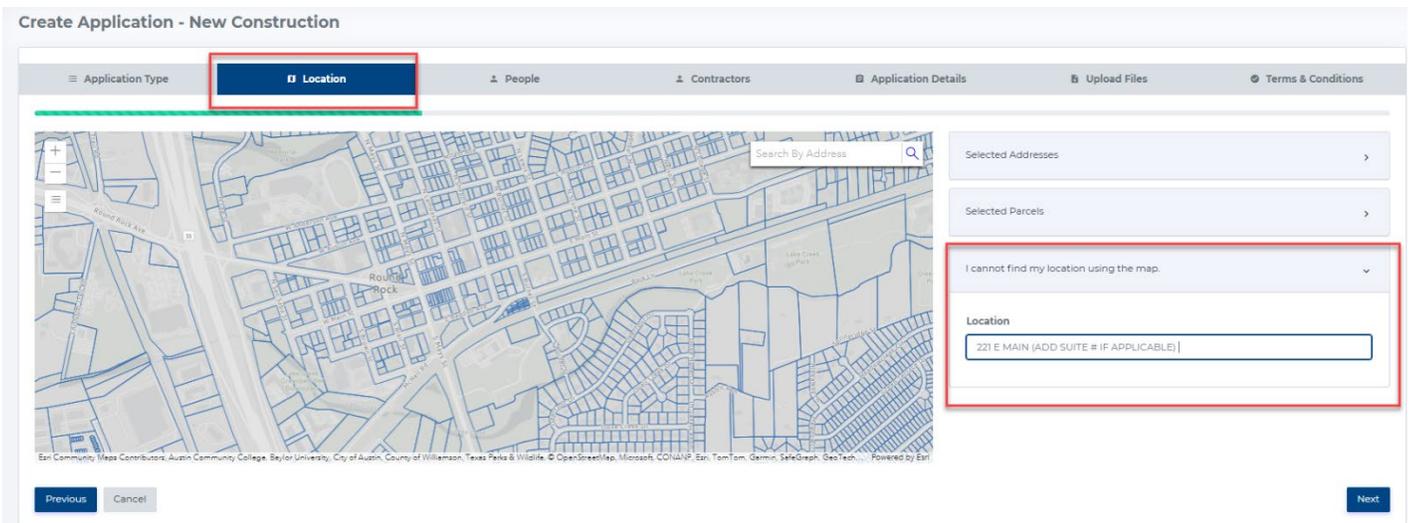
Select Application Type:

- > Administration Permits
- > Building Inspection Services
 - > Commercial Building Permits
 - > Commercial Trade Permits
 - > Electrical
 - > Mechanical
 - > Mechanical Hood
 - New
 - Remodel
 - Replace

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 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**.



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. Below it, the 'Applicant' section is highlighted with a red box. Inside this section, the 'Add My Info' button is also highlighted with a red box. The form contains the following fields: Name, Company Name, Address 1, Address 2, City, State (Texas), Zip, Phone, Email, and Comments/License Number. At the bottom of the form, there are 'Previous', 'Cancel', and 'Next' buttons.

6. **Contractor Tab:** Use the **Search** bar to find for your company name. Select the contractor in the **Search and Add Contractors** section and click the **Add** button to add your company name to the application.

The screenshot shows the 'Contractors' tab selected in the top navigation bar. Below it, the 'SEARCH AND ADD CONTRACTORS' section is visible. A search bar contains the text 'ITWL'. Below the search bar, there are two tables: 'SEARCH AND ADD CONTRACTORS' and 'SELECTED CONTRACTORS'. Both tables show 'Showing 0 to 0 of 0 entries' and 'No matching records found' or 'No data available in table'. An 'Add' button is highlighted with a red box in the first table, and a 'Remove' button is highlighted with a red box in the second table.

- 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

If your scope of work involves a remodel or new construction, please do not proceed. Your application will be denied. Contact your general contractor for further instructions.

COMMERCIAL TRADE PERMIT INFO

Is your scope of work related to an interior remodel or new construction? If YES, please do not proceed. Your application will be denied. Contact your general contractor for further instructions. Yes No

Describe Work *

Project Value (dollars) *

PLEASE READ!!

Previous Cancel Next

- 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 - New

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

One complete set of Construction Plans *

Drag & Drop your files or Browse

Optional Attachment

Drag & Drop your files or Browse

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 a navigation bar with tabs: Application Type, Location, People, Contractors, Application Details, Upload Files, and Terms & Conditions. The Terms & Conditions tab is active and highlighted with a red box. Below the navigation bar, there is a light blue box containing the following text: "The City of Round Rock is in a one-permit system. All electrical, plumbing, heating, ventilating or air conditioning work shall be included in one permit application. Separate trade permits are not required unless standalone work will be performed. This permit application becomes null and void if permit is not issued within 6 months of permit application date. Once the permit is issued, the permit becomes null and void if work or authorized construction does not commence within 6 months. I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. THE GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION." Below this text, there is a checkbox labeled "I agree with the terms and conditions." which is checked. A red box highlights the checkbox. Below the checkbox, there is a green "Submit" button, a blue "Previous" button, and a grey "Cancel" button. A red box highlights the "Submit" button.

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" page. The navigation bar is the same as in the previous screenshot, with the "Terms & Conditions" tab active. The main content area displays "Application Created" with a checkmark icon. Below this, there is 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, there are two buttons: "View Permit Information" and "Apply for New Permit". The left sidebar contains navigation links: Home, Incomplete Applications, Create, ADMIN TOOLS (Reports, Error Log), ACCOUNT (Modify Account, Log Out), and a language selector. The footer contains "© 2023 Timmons Group" and "About Contact Us".