

Commercial MECHANICAL 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**

The screenshot shows the 'My Dashboard' page. On the left is a navigation sidebar with sections: NAVIGATION (Home, Incomplete Applications, Create), ADMIN TOOLS (Reports, Error Log), and ACCOUNT (Modify Account, Log Out). A 'Select Language' dropdown is at the bottom of the sidebar. The main content area has a 'My Dashboard' header with three tabs: 'My Applications' (active), 'My Fees', and 'My Inspection Requests'. A red box highlights the 'Create New Application' button in the top right corner. Below the tabs, the 'My Applications' section contains a table of existing applications.

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.

The screenshot shows the 'New Application' form. The 'Application Type' tab is selected and highlighted with a red box. Below the tab, there is a section for 'New Application' and 'Linked Application'. The 'Add Project Name (if applicable)' field is present. The 'Select Application Type:' section is expanded, showing 'Administration Permits', 'Building Inspection Services', 'Commercial Building Permits', 'Commercial Trade Permits', and 'Electrical'. The 'Commercial Trade Permits' section is expanded, showing 'Electrical' and 'Mechanical'. The 'Mechanical' section is expanded, showing 'New', 'Remodel', and 'Replace' options. A red arrow points to the 'New' radio button.

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

221 E MAIN ST ROUND I

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 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

Search By Address

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. 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 (a dropdown menu currently showing 'Texas'), Zip, Phone, and Email. There is also a 'Comments/License Number' text area. A red box highlights the 'Add My Info' button in the top left of the form. At the bottom of the form, there are 'Previous' and 'Cancel' buttons on the left, and a 'Next' button on the right.

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 the navigation bar, there is a message: 'If you are unable to find the contractor in our system, they will need to submit a Contractor Registration application here in the portal.' Below this message is the 'SEARCH AND ADD CONTRACTORS' section. It features a search bar with the text 'TTWL' entered. Below the search bar is a table with columns: Contractor Name, City, State, Contractor Type, and License Num. The table is empty, and a message 'No matching records found' is displayed. Below the table, it says 'Showing 0 to 0 of 0 entries (filtered from 13,070 total entries)' and there is an 'Add' button. Below this is the 'SELECTED CONTRACTORS' section, which also has a table with the same columns. This table is also empty, with a message 'No data available in table' and 'Showing 0 to 0 of 0 entries'. There is a 'Remove' button at the bottom of this section.

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

ⓘ 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) *

Previous Cancel Next

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

Optional Attachment

You can bypass this section if you have no pertinent info to upload

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 the 'Terms & Conditions' tab selected in the top navigation bar. Below the tab, a light blue box contains 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 the text, 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. To the left of the 'Submit' button are two buttons: 'Previous' (blue) and 'Cancel' (gray).

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 top navigation bar is the same as in the previous screenshot, with 'Terms & Conditions' 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 the following sections: 'NAVIGATION' (Home, Incomplete Applications, Create), 'ADMIN TOOLS' (Reports, Error Log), and 'ACCOUNT' (Modify Account, Log Out). At the bottom of the sidebar is a 'Select Language' dropdown. The footer of the page shows '2023 Timmons Group' on the left and 'About Contact Us' on the right.