

NEW Commercial Application (from the ground up)

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

- ☐ New Construction
- ☐ Addition/Remodel
- ☐ Interior Finish-Out
- ☐ Tenant Change/Clean and Show

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 search bar with the address "221 E MAIN ST ROUND ROCK TX 78664". A red box also highlights the "Location" field in the "Selected Addresses" section, which displays "221 E MAIN ST ROUND ROCK TX 78664".

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

Map showing location selection. A red box highlights the search bar with the address "221 E MAIN (ADD SUITE # IF APPLICABLE)".

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 on the left has an 'Add My Info' button highlighted with a red box. The 'Owner (Attested by Applicant)' section on the right also has an 'Add My Info' button. Both sections contain form fields for Name, Company Name, Address 1, Address 2, City, State, Zip, Phone, and Email. The 'Applicant' section also has a 'Comments/License Number' field. Navigation buttons 'Previous', 'Cancel', and 'Next' are at the bottom.

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 has a search bar with 'TTWL' entered, highlighted with a red box. 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'. Below the table is a button labeled 'Add' highlighted with a red box. The 'SELECTED CONTRACTORS' section also has a search bar and a table with the same columns, showing '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 'Create Application - Addition/Remodel' form with the 'Application Details' tab selected. The form is divided into two main sections: 'COMMERCIAL BUILDING PERMIT INFO' and 'CODE ANALYSIS WITH PLANS'. The 'COMMERCIAL BUILDING PERMIT INFO' section includes fields for 'Describe Work', 'Structure Square Footage', 'Number of Stories', 'Project Value (dollars)', 'TDLR Project #', and 'SDP Permit # (if applicable)'. The 'CODE ANALYSIS WITH PLANS' section includes fields for 'Construction Type', 'Occupancy Type', 'Occupant Load', 'Building Use', 'Located in a Flood Plain?', 'Number of Buildings', and 'Fire Sprinkler'. A red note is present: 'Note: Any line item that has red *asterisk is required.' The 'Application Details' tab is highlighted with a red box.

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 'Create Application - Addition/Remodel' form with the 'Upload Files' tab selected. The form displays a list of required documents for upload, including 'General Notes & Project Information', 'COMcheck', 'Architectural and Interior Plans', 'Structural Plans', 'M E P Plans', 'Fire Protection Plans - if applicable', and 'Specifications by Division - if applicable'. Each document has a 'Drag & Drop your files or Browse' button. A red note is present: 'Items with a red asterisks * are required to move forward with submittal'. The 'Upload Files' tab is highlighted with a red box. At the bottom, there are 'Previous', 'Cancel', and 'Next' buttons.

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 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 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. To the left of the "Submit" button are two buttons: "Previous" and "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**.

The screenshot shows the 'Application Created' confirmation page. The top navigation bar is the same as in the previous screenshot. The main content area has a white background with a green checkmark icon at the top. Below the icon, the text reads: "Application Created". Underneath, 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, there are two buttons: "View Permit Information" and "Apply for New Permit".

On the left side of the page, there 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 menu. The footer of the page contains the text "2023 Timmons Group" on the left and "About Contact Us" on the right.