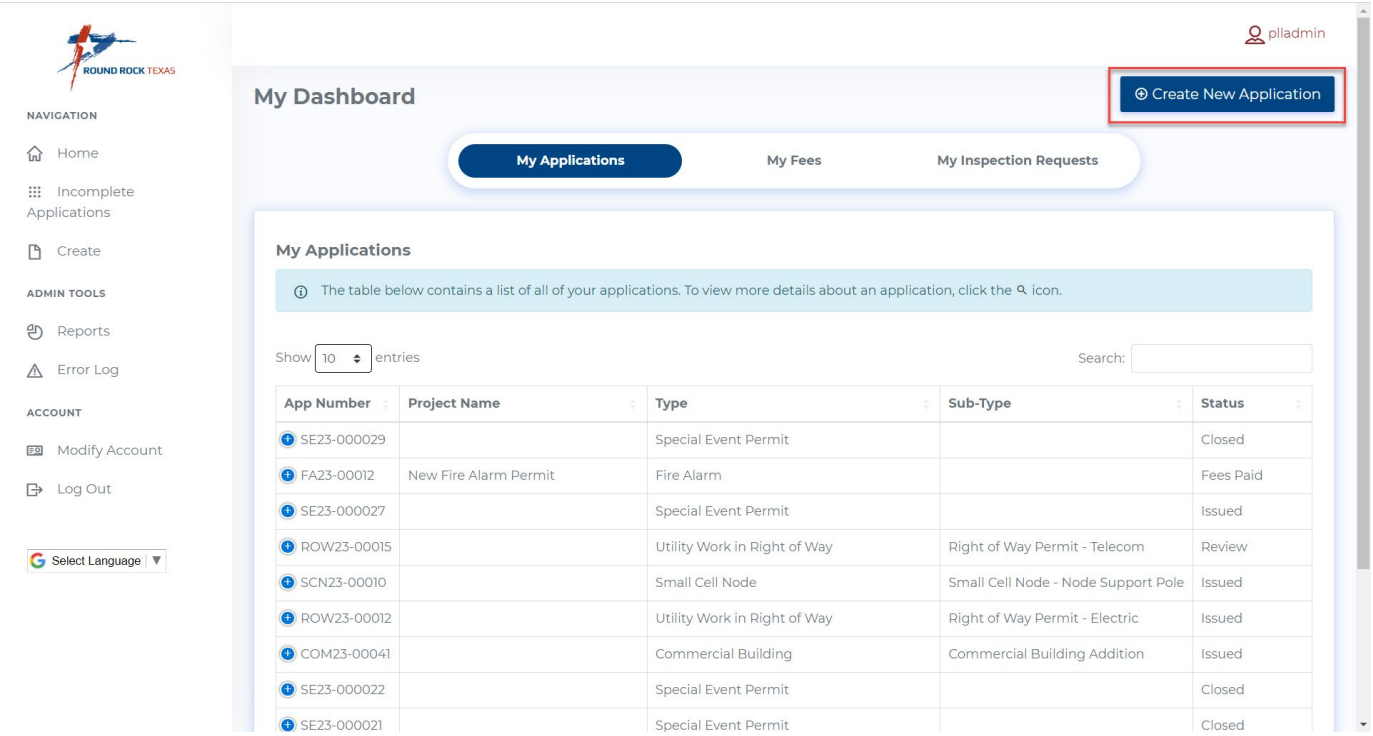
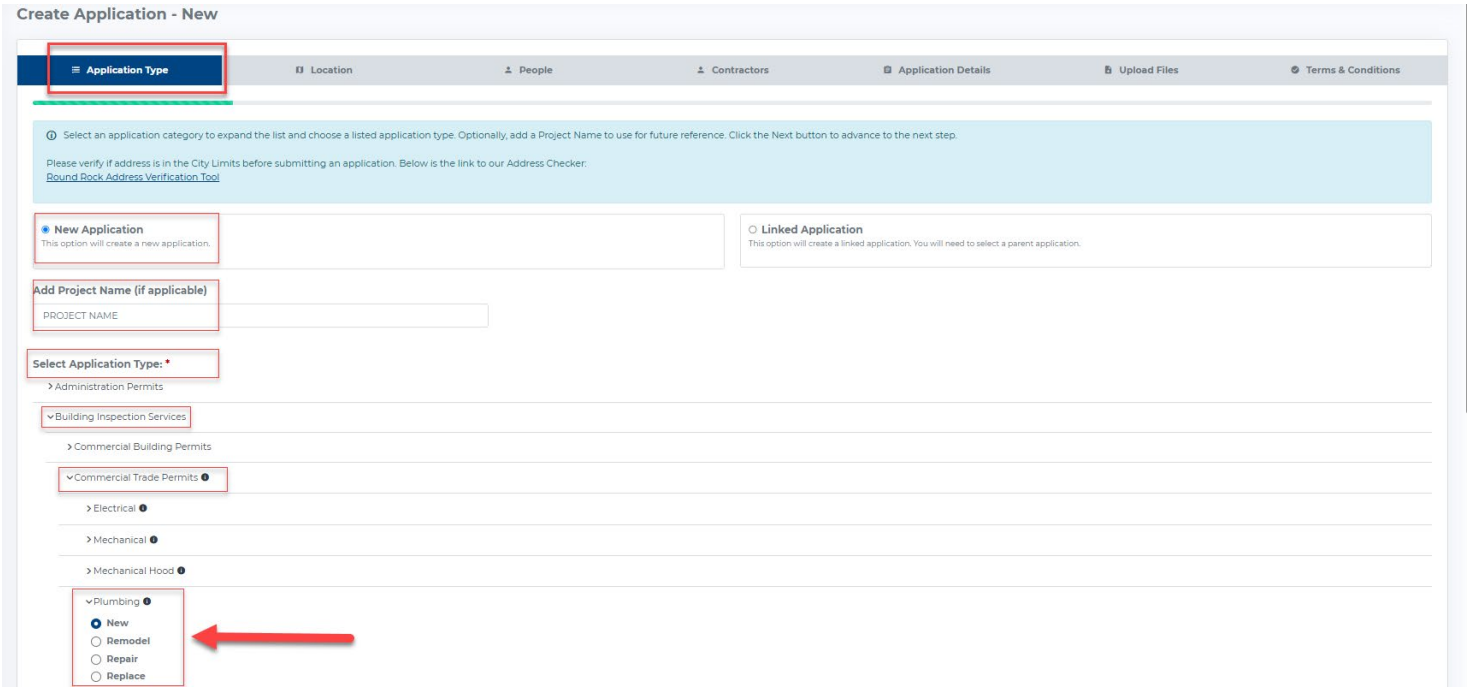
Commercial PLUMBING TRADE Application

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.

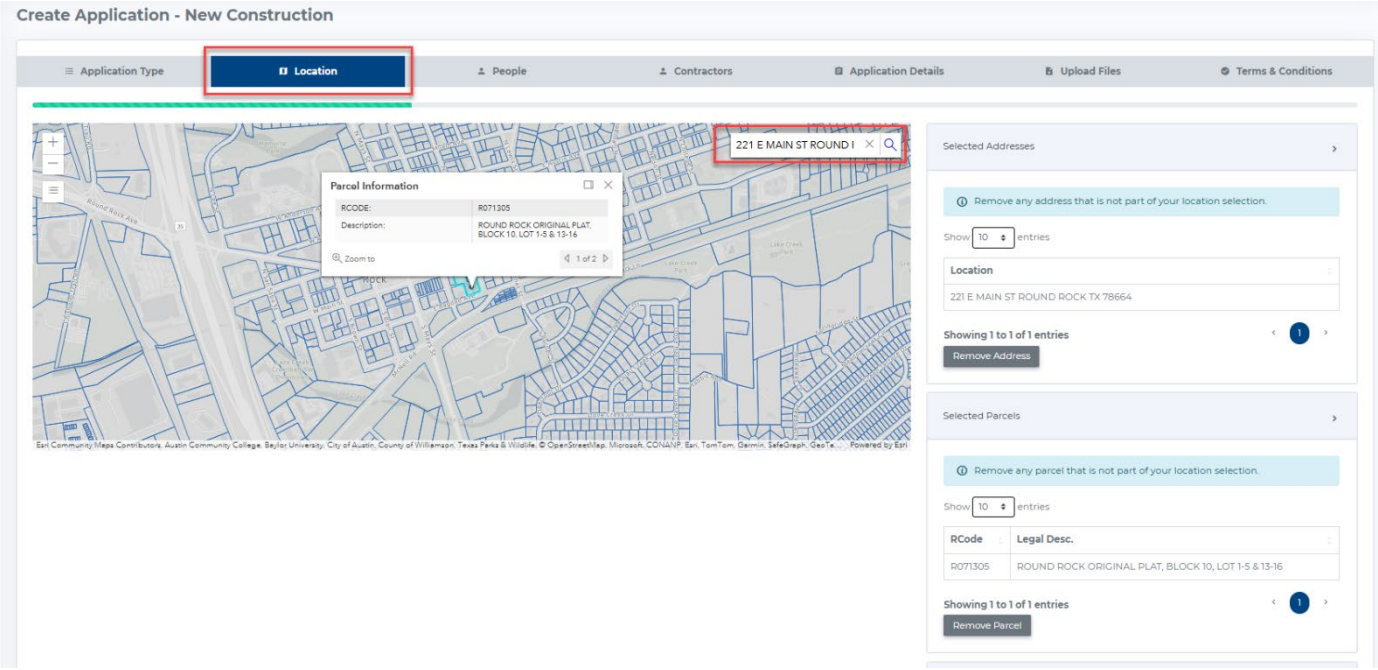
1. Login to the Portal at https://permits.roundrocktexas.gov/ if you aren't already.
2. From My Dashboard, click **Create New Application**



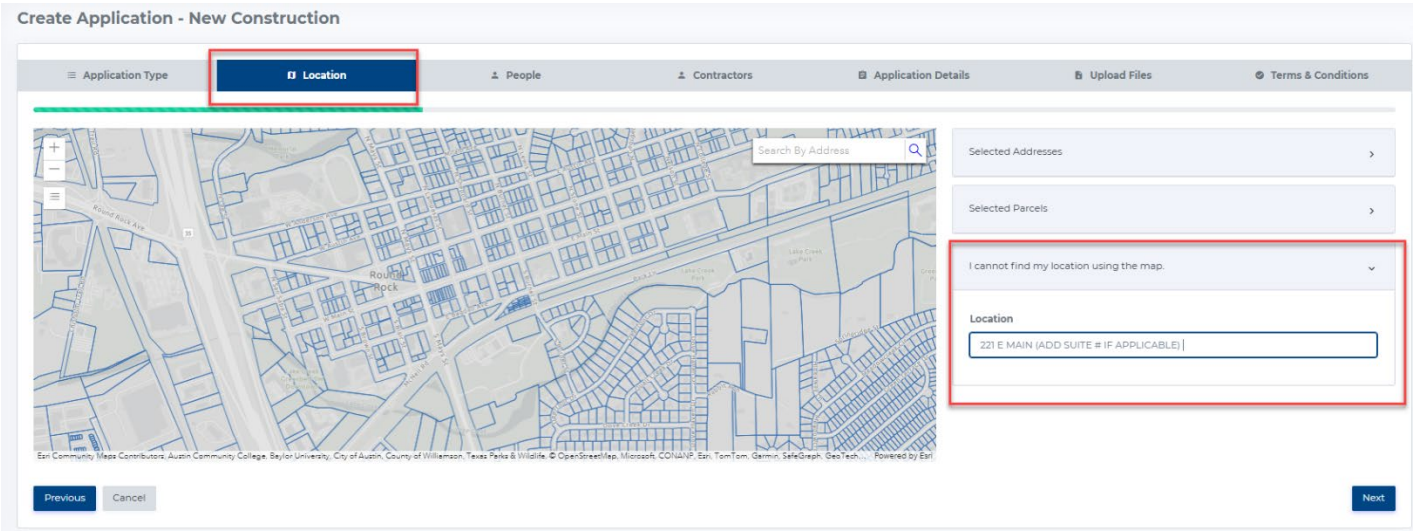
3. **Application Tab:** Clicking ***New Application*** to create a brand-new application. You can also add a project name at this stage. Clicking on ***Building Inspection Services*** will reveal an expandable list of all the available application types. Find the type of application you wish to submit by expanding the department's name. Select ***Next*** at the bottom of the screen to continue.



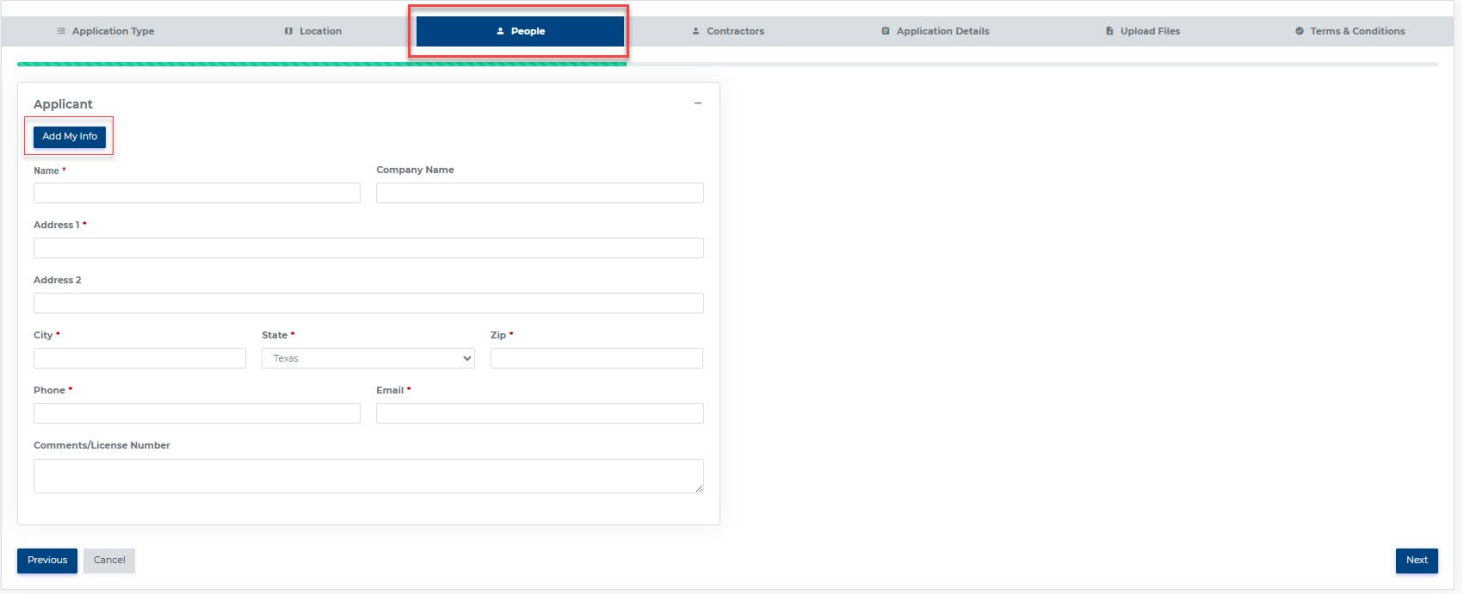
4. **Location Tab:** On the search bar, type in the project address. Once it auto-populates, click on it and scroll down the page and click **Next**.



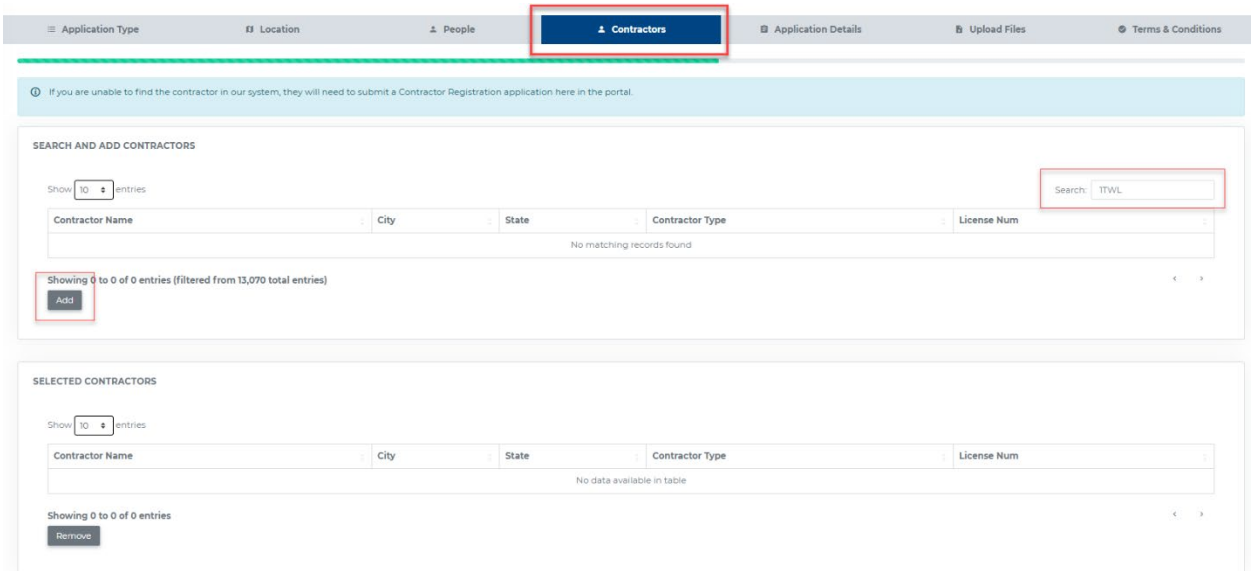
NOTE: If the address <u>does not</u> auto- populate, then type the address and suite number (if applicable) on the "**I cannot find my location using the map**" section. Once you type it out, scroll down the page and click **Next**.



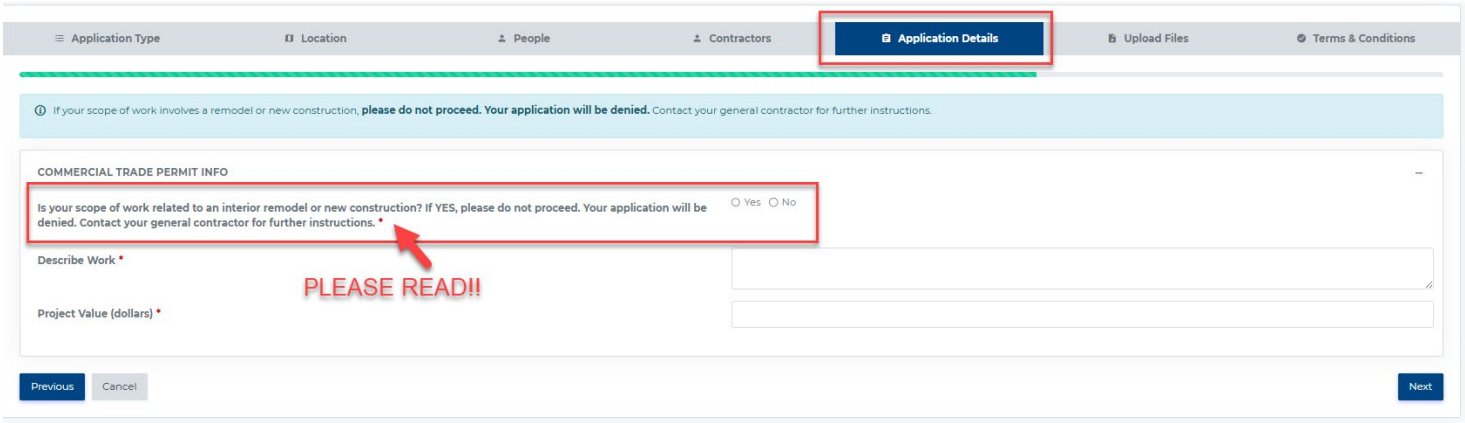
5. **People Tab**: In the **Applicant** section, you can use the **Add My Info** button to auto-populate your contact information into the application. If you are also the owner, you can use this button here as well. If you aren't the owner, you can enter their contact information manually, but the **Owner**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



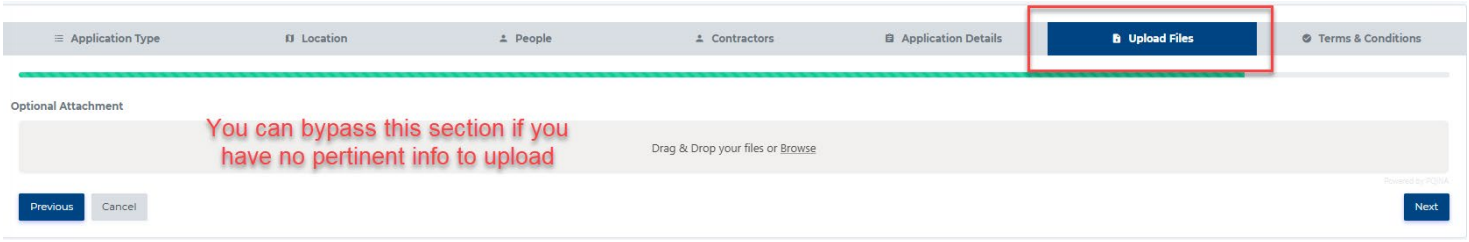
6. **Contractor Tab:** Use the **Search** bar to find for your company name. Select the contractor in the **Search and Add Contractors** section and click the **Add** button to add your company name to the application.



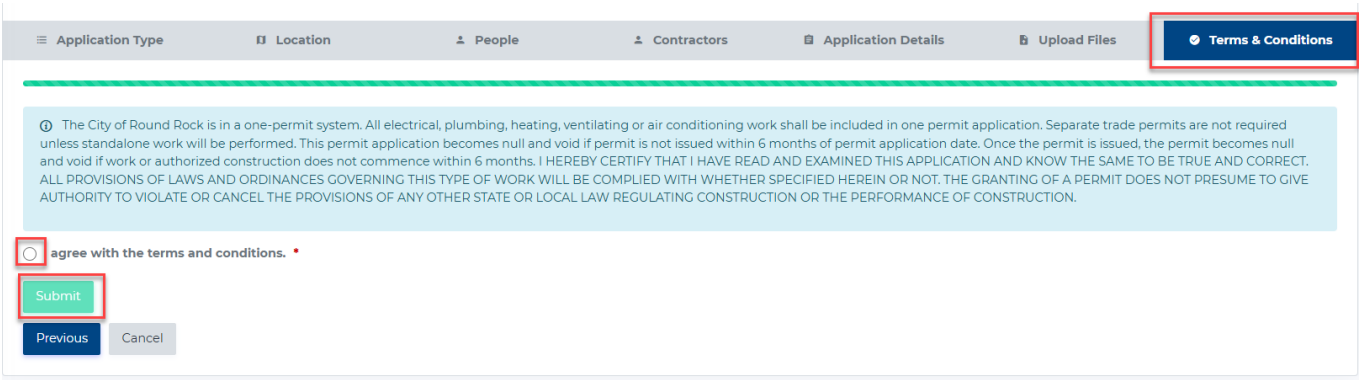
7. **Application Details Tab**: Fill out any relevant application details for the type of application you selected. Click **Next** at the bottom of the page to continue.



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.



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.



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**.

