

Commercial Tenant Change / Clean & Show 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 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**.

The screenshot shows the 'Location' tab selected in the top navigation bar. The main area features a map of Round Rock, Texas, with a search bar in the top right corner containing the text '221 E MAIN ST ROUND 1'. A 'Parcel Information' pop-up window is visible over the map, displaying the following details:

Parcel Information	
RCode:	R071305
Description:	ROUND ROCK ORIGINAL PLAT, BLOCK 10, LOT 1-5 & 13-16
Zoom to:	1 of 2

On the right side of the interface, there are two sections: 'Selected Addresses' and 'Selected Parcels'. Both sections have a 'Remove any [address/parcel] that is not part of your location selection.' button and a 'Show 10 entries' dropdown. The 'Selected Addresses' section shows one entry: '221 E MAIN ST ROUND ROCK TX 78664'. The 'Selected Parcels' section shows one entry: 'R071305 ROUND ROCK ORIGINAL PLAT, BLOCK 10, LOT 1-5 & 13-16'. At the bottom of the right sidebar, there is a link that says 'I cannot find my location using the map.'.

NOTE: If the address does not auto-populate, then type the address and the 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**.

This screenshot shows the same 'Location' tab interface, but with the 'I cannot find my location using the map.' section expanded. The 'Selected Addresses' and 'Selected Parcels' sections are now empty. The expanded section contains a 'Location' label and a text input field with the placeholder text '221 E MAIN ST, (ADD SUITE # IF APPLICABLE)'. At the bottom of the interface, there are 'Previous' and 'Cancel' buttons on the left, and a 'Next' button on the right.

5. **People Tab:** 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 in the application. The 'Add My Info' button is highlighted with a red box. The form contains the following fields:

- Name * (Text input: CORR)
- Company Name (Text input)
- Address 1 * (Text input: 221 E MAIN ST)
- Address 2 (Text input)
- City * (Text input: Round Rock)
- State * (Dropdown menu: Texas)
- Zip * (Text input: 78664)
- Phone * (Text input: 5122185550)
- Email * (Text input: test@roundrocktexas.gov)
- Comments/License Number (Text area)

At the bottom, there are 'Previous' and 'Cancel' buttons on the left, and a 'Next' button on the right, which is also highlighted with a red box.

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 in the application. The 'Search' bar is highlighted with a red box. The 'Add' button is also highlighted with a red box. The form contains the following sections:

- SEARCH AND ADD CONTRACTORS**: A search bar with the text 'TTWL' and a table with columns: Contractor Name, City, State, Contractor Type, License Num. Below the table, it says 'No matching records found'.
- Showing 0 to 0 of 0 entries (filtered from 13,070 total entries)**: A message indicating no results were found.
- SELECTED CONTRACTORS**: A table with columns: Contractor Name, City, State, Contractor Type, License Num. Below the table, it says 'No data available in table'.
- Showing 0 to 0 of 0 entries**: A message indicating no results were found.

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 a navigation bar. The main content area is titled 'COMMERCIAL TENANT CHANGE INFO'. It contains three required fields, each marked with a red asterisk: 'Please select the business type that best describes the current or last known business type.', 'What is the current or last known business name?', and 'Please select the business type that best describes the new business moving in.'. Each field has a dropdown menu and a text input field. A red annotation with an asterisk states: 'Any line items with a red asterisk is required to move forward'. At the bottom, there are 'Previous', 'Cancel', and 'Next' buttons.

8. **Upload Files Tab:** You can bypass this section by clicking **Next** to continue.

The screenshot shows the 'Upload Files' tab selected in a navigation bar. The main content area is titled 'Optional Attachment' and contains a large grey box with the text 'Drag & Drop your files or Browse'. 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 a navigation bar. The main content area contains a light blue box with the 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, there is a radio button labeled 'I agree with the terms and conditions.' which is highlighted with a red box. Below the radio button is a green 'Submit' button, also highlighted with a red box. At the bottom, there 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**.

