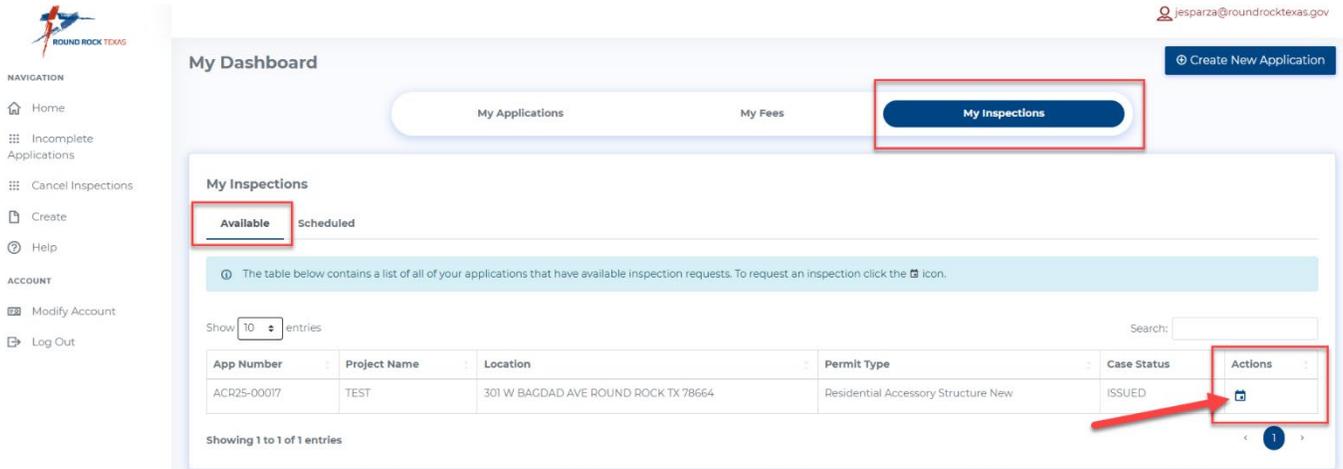


## Creating an Inspection Request

1. Login to the Portal at <https://permits.roundrocktexas.gov/> if you aren't already.
2. From My Dashboard, click **My Inspection Requests** to open your applications with available inspection requests. Click the **blue calendar icon** to schedule an inspection for an application.



My Dashboard

My Applications My Fees **My Inspections**

My Inspections

Available Scheduled

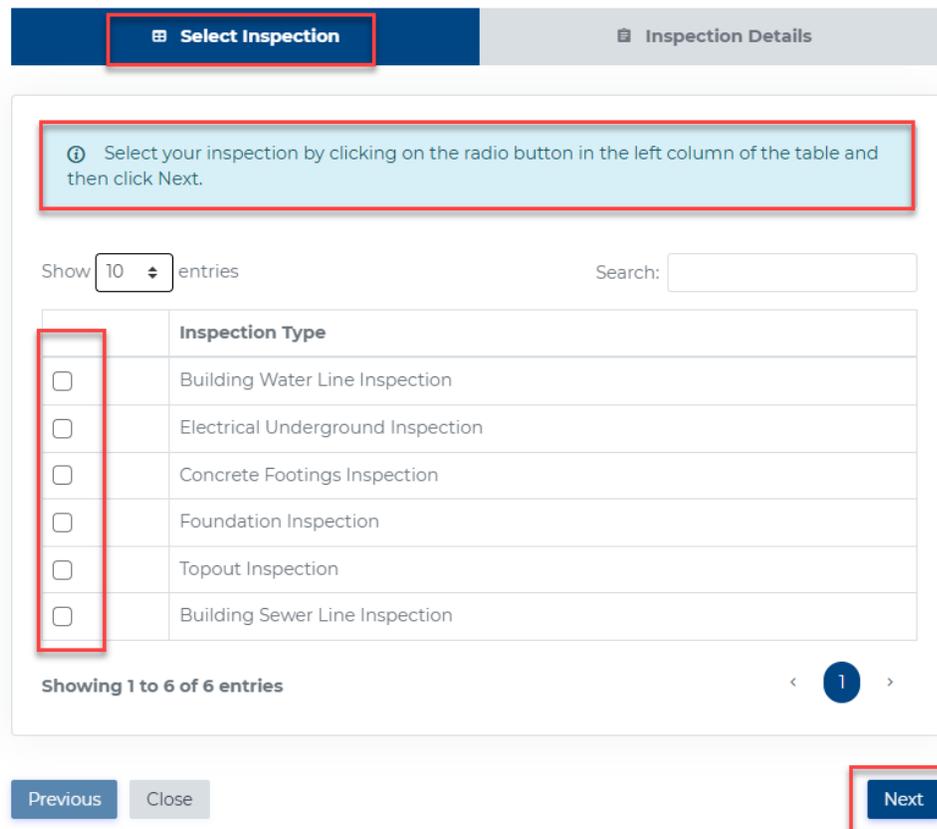
The table below contains a list of all of your applications that have available inspection requests. To request an inspection click the  icon.

Show 10 entries Search:

App Number	Project Name	Location	Permit Type	Case Status	Actions
ACR25-00017	TEST	301 W BAGDAD AVE ROUND ROCK TX 78664	Residential Accessory Structure New	ISSUED	

Showing 1 to 1 of 1 entries

3. Select the type of inspection you want to schedule under the **Select Inspection Box**. Click **Next** to continue.



Select Inspection Inspection Details

Select your inspection by clicking on the radio button in the left column of the table and then click Next.

Show 10 entries Search:

	Inspection Type
<input type="radio"/>	Building Water Line Inspection
<input type="radio"/>	Electrical Underground Inspection
<input type="radio"/>	Concrete Footings Inspection
<input type="radio"/>	Foundation Inspection
<input type="radio"/>	Topout Inspection
<input type="radio"/>	Building Sewer Line Inspection

Showing 1 to 6 of 6 entries

Previous Close **Next**

4. Choose a date for the inspection and enter your contact information, and any relevant comments. Click the green **Submit** button to submit the inspection request.

The screenshot shows a web form titled "Inspection Details". At the top, there are two tabs: "Select Inspection" (highlighted with a red box) and "Inspection Details". Below the tabs, there are several input fields, each highlighted with a red box: "Request a Date" (containing "June 18, 2025"), "Requestor Name" (containing "JENNIFER ESPARZA"), "Requestor Phone Number" (containing "5122185550"), and "Requestor Email" (containing "jesparza@roundrocktexas.gov"). Below these fields is a "Comments" section with a text area containing "Add pertinent information here". At the bottom of the form, there are three buttons: "Previous", "Close", and "Submit" (highlighted with a red box).

5. **NOTE:** If you owe reinspection fees or have outstanding fees, you will not be able to schedule your inspection until you pay those fees under the My Fees Tab on the main dashboard. You will see a red Error message.

The screenshot shows the "Select Inspection" screen. At the top, there are two tabs: "Select Inspection" and "Inspection Details". An error message is displayed at the top of the screen, highlighted with a red box. The error message reads: "Please navigate to the My Fees dashboard and pay your re-inspection fee before scheduling additional inspections." A red arrow points from the error message to the "Building Water Line Inspection" row in the table below. A red text box on the right says: "if you owe inspection fees, you must pay those before you can proceed with requesting inspections. An Error message will appear on the top of the screen." Below the error message, there is a table with the following columns: "Inspection Type". The table has 6 rows, with the first row selected. The rows are: "Building Water Line Inspection" (selected), "Electrical Underground Inspection", "Concrete Footings Inspection", "Foundation Inspection", "Topout Inspection", and "Building Sewer Line Inspection". Below the table, there is a pagination bar that says "Showing 1 to 6 of 6 entries 1 row selected". At the bottom of the screen, there are three buttons: "Previous", "Close", and "Next".

6. The inspection request was successfully submitted.

Select Inspection | Inspection Details

**Inspection successfully requested.**

The request for the Electric Service Inspection for Application # SFR23-00070 on 5/10/2023 was received.

Previous | Close

7. To verify if your scheduled inspection was accepted, you can click on the **My Inspections** tab and then on the **Scheduled sub tab**. The inspection request will appear on the table below.

NAVIGATION

- Home
- Incomplete Applications
- Cancel Inspections
- Create
- Help

ACCOUNT

- Modify Account
- Log Out

My Dashboard | Create New Application

My Applications | My Fees | **My Inspections**

My Inspections

Available | **Scheduled**

The table below contains a list of all of your applications that have scheduled inspections.

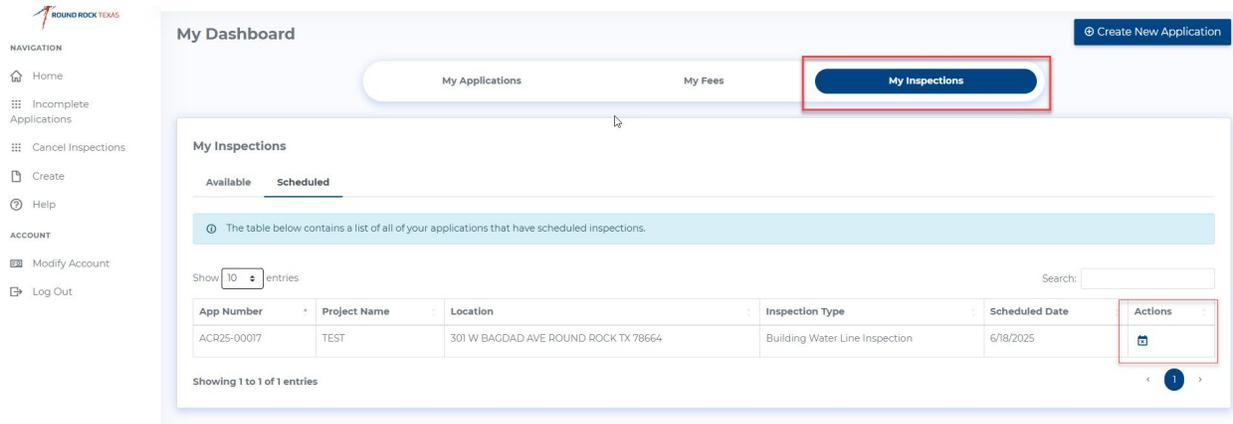
Show 10 entries | Search:

App Number	Project Name	Location	Inspection Type	Scheduled Date	Actions
ACR25-00017	TEST	301 W BAGDAD AVE ROUND ROCK TX 78664	Building Water Line Inspection	6/18/2025	

Showing 1 to 1 of 1 entries

## To cancel an inspection Same Day

8. If you need to cancel or accidentally choose the incorrect inspection, you can click on the calendar icon under the Scheduled sub tab.

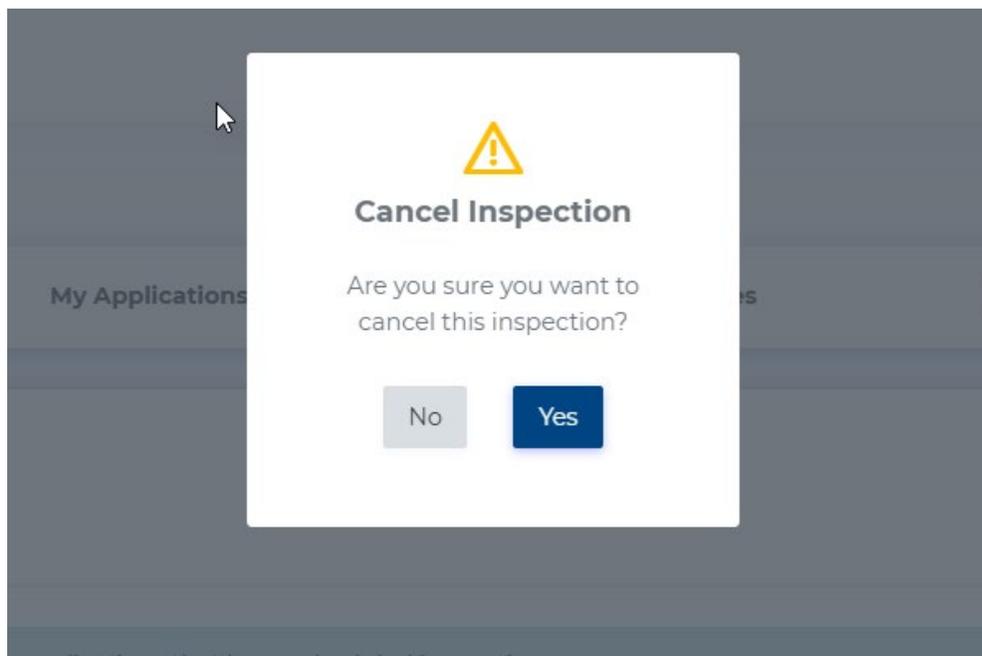


The screenshot shows the 'My Dashboard' interface. At the top, there are three tabs: 'My Applications', 'My Fees', and 'My Inspections'. The 'My Inspections' tab is highlighted with a red box. Below the tabs, there is a sub-tab for 'Scheduled'. A message states: 'The table below contains a list of all of your applications that have scheduled inspections.' Below this message is a table with the following data:

App Number	Project Name	Location	Inspection Type	Scheduled Date	Actions
ACR25-00017	TEST	301 W BAGDAD AVE ROUND ROCK TX 78664	Building Water Line Inspection	6/18/2025	

At the bottom of the table, it says 'Showing 1 to 1 of 1 entries'. The 'Actions' column for the first row has a calendar icon, which is highlighted with a red box.

9. A Cancel Inspection window will pop up.



The screenshot shows a 'Cancel Inspection' dialog box. At the top, there is a yellow warning triangle icon. Below the icon, the text reads 'Cancel Inspection'. Underneath, it asks 'Are you sure you want to cancel this inspection?'. At the bottom, there are two buttons: 'No' (light gray) and 'Yes' (dark blue).

10. If a window doesn't pop up, you'll need to call our office at 512-218-5550 to cancel.