

## Residential ACCESSORY STRUCTURE 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 - New**

**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)**  
PUT THE TYPE OF ACCESSORY STRUCTURE HERE EX: SHED OR PERGOLA OR GAZEBO

**Select Application Type:**

- Administration Permits
- Building Inspection Services
- Commercial Building Permits
- Commercial Trade Permits
- Residential Building Permits
  - Single Family Homes
  - Duplex
  - Townhome
  - Accessory Structure
    - New

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 view showing a street map with a search bar and a "Parcel Information" popup. The search bar contains "221 E MAIN ST ROUND I". The "Parcel Information" popup shows:

|              |   |
|--------------|---|
| RCode:       | R071305   |
| Description: | ROUND ROCK ORIGINAL PLAT, BLOCK 10, LOT 1-5 & 13-16 |

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 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**.

Create Application - New Construction

Application Type **Location** People Contractors Application Details Upload Files Terms & Conditions

Map view showing a street map with a search bar and a "Search By Address" button. The search bar contains "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:** 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 the following fields: 'Name' (with a red asterisk), 'Company Name', 'Address 1' (with a red asterisk), 'Address 2', 'City' (with a red asterisk), 'State' (with a red asterisk and a dropdown menu), 'Zip' (with a red asterisk), 'Phone' (with a red asterisk), and 'Email' (with a red asterisk). The 'Add My Info' button is highlighted with a red box. At the bottom of the form, there is a 'Comments/License Number' field. Below 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 search for the contractor(s) you want to add to the application such as your General Contractor and MEP's. 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. 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, there is a section titled 'SEARCH AND ADD CONTRACTORS'. It contains a search bar with the text 'TWL' and a dropdown menu for 'Show 10 entries'. Below the search bar, there is a table with the following columns: 'Contractor Name', 'City', 'State', 'Contractor Type', and 'License Num'. The table is empty, and a message 'No matching records found' is displayed below it. Below the table, there is a message 'Showing 0 to 0 of 0 entries (filtered from 13,070 total entries)' and an 'Add' button. Below the 'SEARCH AND ADD CONTRACTORS' section, there is a section titled 'SELECTED CONTRACTORS'. It contains a dropdown menu for 'Show 10 entries' and a table with the same columns as the 'SEARCH AND ADD CONTRACTORS' table. The table is empty, and a message 'No data available in table' is displayed below it. Below the table, there is a message 'Showing 0 to 0 of 0 entries' and a 'Remove' button.

7. **Application Details Tab:** Fill out any relevant application details for the type of application you selected. On the Scope of Work, click on the drop-down arrow to choose from a menu of options. Click **Next** at the bottom of the page to continue.

The screenshot shows the 'Application Details' tab selected in a navigation bar. The tab is highlighted with a red box. Below the navigation bar, there are two sections: 'RESIDENTIAL - GENERAL INFO' and 'RESIDENTIAL - SCOPE OF WORK'. In the 'GENERAL INFO' section, there is a text input field for 'Describe Work' containing '10 x 12 SHED' and a dropdown menu for 'Located in a Flood Plain?'. In the 'SCOPE OF WORK' section, there is a dropdown menu for 'Scope of Work' with a red error message 'This field is required.' below it. At the bottom of the form, there are 'Previous', 'Cancel', and 'Next' buttons. The 'Next' button is highlighted with a blue 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 'Upload Files' tab selected in a navigation bar. The tab is highlighted with a red box. Below the navigation bar, there are three sections for file uploads: '1. Site Plan w/ location info and distances from roof line to property lines', '2. One complete set of construction plans', and 'Optional Attachment'. Each section has a large text area with the instruction 'Drag & Drop your files or Browse'. At the bottom of the form, there are 'Previous', 'Cancel', and 'Next' buttons. The 'Next' button is highlighted with a blue box.

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**. (EXAMPLE BELOW)

The screenshot shows the 'Create Application - New' page. The top navigation bar is the same as in the previous screenshot. The main content area has a green checkmark icon and the heading "Application Created". Below the heading, there is a message: "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". Below the message 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
- ACCOUNT
  - Modify Account
  - Log Out

At the bottom of the sidebar, there is a "Select Language" dropdown menu.

At the bottom of the page, there is a footer with the text "2023 Timmons Group" on the left and "About Contact Us" on the right.