

Residential ADDITION, REMODEL, OR STRUCTURAL REPAIR Application

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

The screenshot shows the 'My Dashboard' page. On the left is a navigation menu with options like Home, Incomplete Applications, Create, Reports, Error Log, and Account. The main area has tabs for 'My Applications', 'My Fees', and 'My Inspection Requests'. The 'My Applications' tab is active, showing a table of applications. A red box highlights the 'Create New Application' button in the top right corner.

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.

The screenshot shows the 'Create Application - Additions / Remodels / Structural Repairs' form. The 'Application Type' tab is selected. The form includes sections for 'New Application' and 'Linked Application'. Below these, there is a section for 'Add Project Name (if applicable)' and a dropdown for 'Select Application Type:'. The dropdown is expanded, showing a list of application types. A red arrow points to the 'Additions / Remodels / Structural Repairs' option.

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)
SINGLE FAMILY REMODEL

Select Application Type:

- > Administration Permits
- > Building Inspection Services
- > Commercial Building Permits
- > Commercial Trade Permits
- > Residential Building Permits
 - > Single Family Homes
 - ☐ New House Build from Ground Up
 - ☒ Additions / Remodels / Structural Repairs

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:

Parcel Information

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 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 "Selected Addresses" section. 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:** 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. Below the navigation bar, there is a section titled 'Applicant' with a sub-section 'Add My Info' button. The form contains fields for Name, Company Name, Address 1, Address 2, City, State (a dropdown menu showing 'Texas'), Zip, Phone, and Email. There is also a 'Comments/License Number' text area. At the bottom of 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 find for your (General Contractor) and MEP company name(s). Select the contractor in the **Search and Add Contractors** section and click the **Add** button to add your company name to the application. ****Kindly note that Round Rock has a strict one-permit system in place. To avoid any delays in your project, it is essential to add the general contractor and relevant sub-contractors to your application. They must accept their assignment in the project via their Permit Portal account to be included in a permit. Although their confirmation is not mandatory at the time of application submittal, it will be required before permit issuance. ****

The screenshot shows the 'Contractors' tab selected in the top navigation bar. Below the navigation bar, there is a section titled 'SEARCH AND ADD CONTRACTORS'. It includes a search bar with the text 'TTWL' entered. Below the search bar, there is a table with columns: Contractor Name, City, State, Contractor Type, and License Num. The table shows 'No matching records found'. 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 this, there is a section titled 'SELECTED CONTRACTORS'. It includes a search bar with the text 'TTWL' entered. Below the search bar, there is a table with columns: Contractor Name, City, State, Contractor Type, and License Num. The table shows 'No data available in table'. 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. Click **Next** at the bottom of the page to continue.

Create Application - Additions / Remodels / Structural Repairs

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

RESIDENTIAL - GENERAL INFO

Describe Work *

Located in a Flood Plain?

Previous Cancel Next

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.

Create Application - Additions / Remodels / Structural Repairs

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

1. Site Plan/Survey - show distance from property lines to roof edge

Drag & Drop your files or Browse

2. Floor Plan and Elevations; Top, front, back and side views

Drag & Drop your files or Browse

3. Framing and Roof plan details

Drag & Drop your files or Browse

4. Foundation / Footings Plan and Details

Drag & Drop your files or Browse

Previous Cancel Next

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 terms and conditions text. Below this 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 is a blue 'Previous' button, and to the right is a grey 'Cancel' button.

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**. (EX: Below)

The screenshot shows the 'Application Created' confirmation page. The page has a sidebar on the left with navigation links: Home, Incomplete Applications, Create, Admin Tools (Reports, Error Log), Account (Modify Account, Log Out), and a language selector. The main content area has a title 'Create Application - New' and a sub-header 'Application Created'. Below the sub-header, 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'. At the bottom of the main content area, there are two buttons: 'View Permit Information' and 'Apply for New Permit'. The footer of the page contains the text '2023 Timmons Group' and links for 'About' and 'Contact Us'.