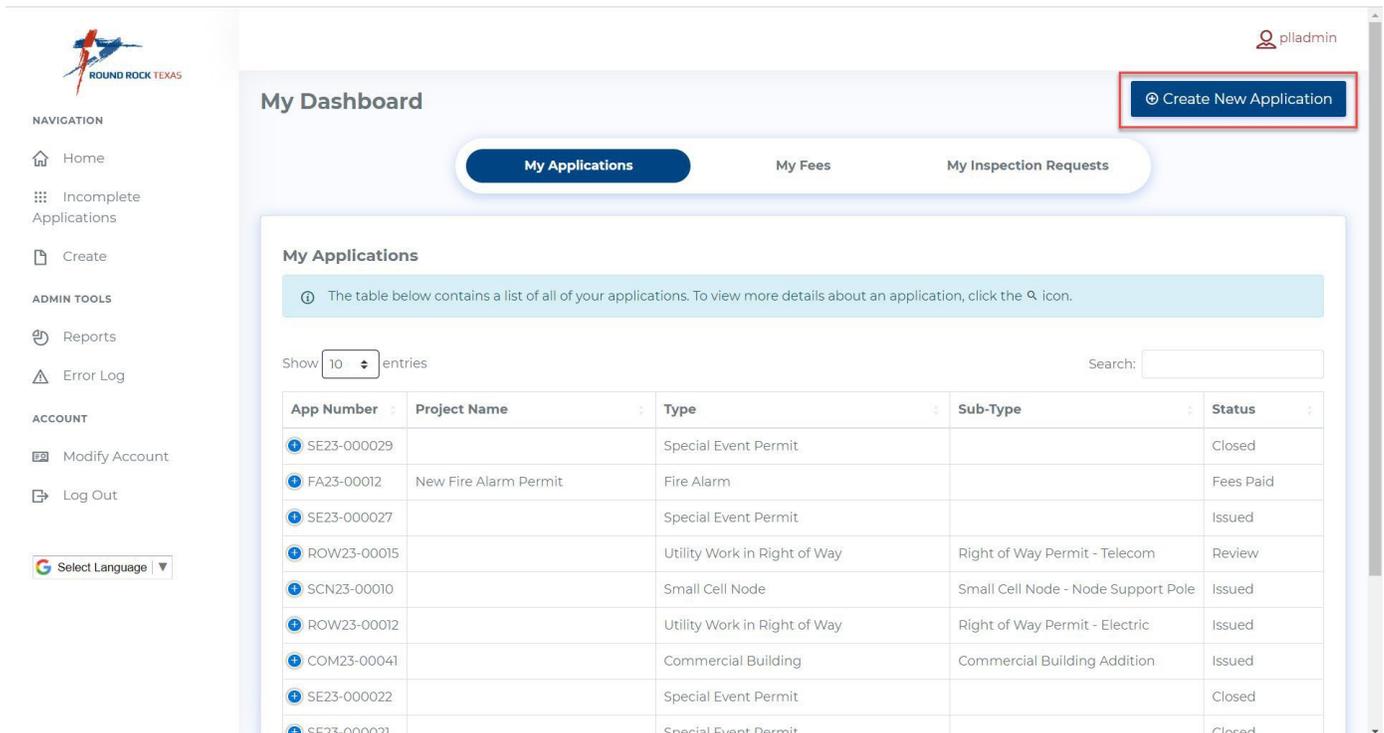


## Residential NEW DECK PATIO OR STRUCTURAL REPAIR/UPGRADE Application

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    My Fees    My Inspection Requests

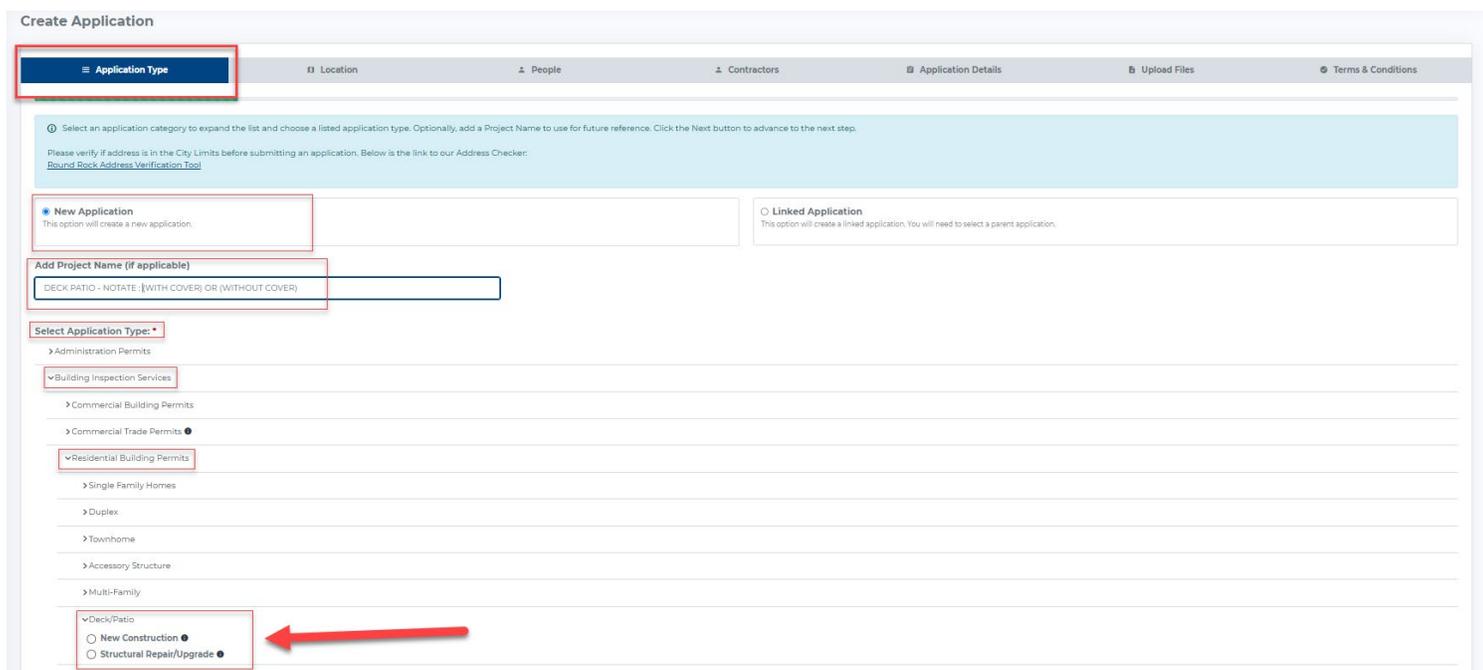
**My Applications**

The table below contains a list of all of your applications. To view more details about an application, click the magnifying glass 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		Soecial 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)**  
DECK PATIO - NOTATE: [WITH COVER] OR (WITHOUT COVER)

**Select Application Type:**

- Administration Permits
- Building Inspection Services**
  - Commercial Building Permits
  - Commercial Trade Permits
  - Residential Building Permits**
    - Single Family Homes
    - Duplex
    - Townhome
    - Accessory Structure
    - Multi-Family
    - Deck/Patio**
      - New Construction
      - Structural Repair/Upgrade

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 'Create Application - New Construction' interface. The 'Location' tab is selected. The map displays a parcel with a 'Parcel Information' popup. The address '221 E MAIN ST ROUND I' is entered in the search bar. The 'Selected Addresses' and 'Selected Parcels' sections show the address and parcel details respectively.

**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 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**.

The screenshot shows the 'Create Application - New Construction' interface. The 'Location' tab is selected. The map displays a search bar 'Search By Address'. The 'Selected Addresses' and 'Selected Parcels' sections are empty. The 'I cannot find my location using the map.' section is highlighted, showing a text input field for the location.

**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 it is the 'Applicant' form. A red box highlights the 'Add My Info' button. The form contains the following fields: Name (CORR), Company Name, Address 1 (221 E MAIN ST), Address 2, City (Round Rock), State (Texas), Zip (78664), Phone (5122185550), and Email (test@roundrocktexas.gov). There is also a 'Comments/License Number' field. At the bottom, there are 'Previous', 'Cancel', and 'Next' buttons.

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 it is the 'SEARCH AND ADD CONTRACTORS' section. A red box highlights the search bar containing 'TJWL'. Below the search bar is a table with columns for Contractor Name, City, State, Contractor Type, and License Num. The table shows 'No matching records found'. Below the table is a message 'Showing 0 to 0 of 0 entries (filtered from 13,070 total entries)' and an 'Add' button. Below that is the 'SELECTED CONTRACTORS' section, which also shows a table with columns for Contractor Name, City, State, Contractor Type, and License Num, and a message 'No data available in table' with 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 of a web form titled 'Create Application - New Construction'. The navigation bar at the top includes tabs for 'Application Type', 'Location', 'People', 'Contractors', 'Application Details' (highlighted with a red box), 'Upload Files', and 'Terms & Conditions'. The form is divided into three sections: 'RESIDENTIAL - GENERAL INFO', 'RESIDENTIAL - SCOPE OF WORK', and 'DECK/PATIO PERMIT INFO'. The 'DECK/PATIO PERMIT INFO' section contains three questions with radio button options: 'Will any electric work be performed?', 'Will any plumbing work be performed?', and 'Will an outdoor kitchen be installed?'. This section is highlighted with a red box. At the bottom, there are 'Previous', 'Cancel', and 'Next' buttons.

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 of the 'Create Application - New Construction' form. The navigation bar at the top includes tabs for 'Application Type', 'Location', 'People', 'Contractors', 'Application Details', 'Upload Files' (highlighted with a red box), and 'Terms & Conditions'. The form contains four file upload sections: '1. Site Plan/Survey - show distance from property lines to roof edge', '2. Floor Plan and Elevations; Top, front, back and side views', '3. Framing and Roof plan details', and 'Optional Attachment'. Each section has a text area with the instruction 'Drag & Drop your files or Browse' and a 'Browse' link. 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 a navigation bar with tabs: Application Type, Location, People, Contractors, Application Details, Upload Files, and Terms & Conditions (highlighted with a red box). Below the navigation bar 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 is a checkbox labeled "I agree with the terms and conditions." (highlighted with a red box). Underneath the checkbox is a green "Submit" button (highlighted with a red box), a blue "Previous" button, and 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**. (EXAMPLE BELOW)

The screenshot shows the "Create Application - New" page. On the left is a navigation menu with the Round Rock Texas logo and items: Home, Incomplete Applications, Create, Reports, Error Log, Modify Account, Log Out, and a language selector. The main content area has a header "Create Application - New" and a sub-header with tabs: Application Type, Location, People, Contractors, Application Details, Upload Files, and Terms & Conditions. The main content area displays a green checkmark icon, the text "Application Created", and 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". The footer contains "© 2023 Timmons Group" and "About Contact Us".