

Residential DUPLEX NEW OR REMODEL / 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 sidebar with links 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 - New' form. The 'Application Type' tab is selected. The 'New Application' option is chosen. The 'Add Project Name' field contains 'RESIDENTIAL DUPLEX 1234 SF'. The 'Select Application Type' dropdown is expanded, showing 'Duplex' with 'New' selected. A red arrow points to the 'New' radio button.

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)
RESIDENTIAL DUPLEX 1234 SF

Select Application Type:

- Administration Permits
- Building Inspection Services
- Commercial Building Permits
- Commercial Trade Permits
- Residential Building Permits
- Single Family Homes
- Duplex
 - ☒ New
 - ☐ Remodel/Repair

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". 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)". The "Selected Addresses" section shows:

Selected Addresses

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 in the application. The top navigation bar includes 'Application Type', 'Location', 'People', 'Contractors', 'Application Details', 'Upload Files', and 'Terms & Conditions'. The 'People' tab is active. Below the navigation bar, there are two main sections: 'Applicant' and 'Owner'. Both sections have an 'Add My Info' button highlighted with a red box. The 'Applicant' section includes fields for Name, Company Name, Address 1, Address 2, City, State (dropdown menu), Zip, Phone, Email, and Comments/License Number. The 'Owner' section has similar fields. At the bottom, 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 OR Builder) 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.

The screenshot shows the 'Contractors' tab in the application. The top navigation bar includes 'Application Type', 'Location', 'People', 'Contractors', 'Application Details', 'Upload Files', and 'Terms & Conditions'. The 'Contractors' tab is active. 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 is the 'SEARCH AND ADD CONTRACTORS' section. It includes a search bar with the text 'Search: ITWL' highlighted by a red box. Below the search bar is a table with columns: Contractor Name, City, State, Contractor Type, and License Num. The table is empty, and a message 'No matching records found' is displayed. Below the table, there is a message 'Showing 0 to 0 of 0 entries (filtered from 13,070 total entries)' and an 'Add' button highlighted by a red box. Below the 'SEARCH AND ADD CONTRACTORS' section is the 'SELECTED CONTRACTORS' section. It includes a table with the same columns as the first table. The table is empty, and a message 'No data available in table' is displayed. 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.

The screenshot shows a web application interface with a horizontal navigation bar at the top. The navigation bar contains six tabs: 'Application Type', 'Location', 'People', 'Contractors', 'Application Details', and 'Upload Files'. The 'Application Details' tab is highlighted with a red rectangular box. Below the navigation bar, the main content area is divided into two sections. The first section is titled 'RESIDENTIAL NEW CONSTRUCTION' and contains two form fields: 'Plat Recorded Date' with a 'Select Date' dropdown menu, and '# of Dwelling Units' with a text input field. The second section is titled 'RESIDENTIAL BUILDING PERMIT INFO' and contains three form fields: 'Number of Stories' with a text input field, 'Square Footage of Structure' with a text input field, and 'Fire Sprinkler' with a 'Select an item...' dropdown menu. At the bottom of the form, there are three buttons: 'Previous', 'Cancel', and 'Next'. The 'Next' button is located at the bottom right of the form.

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 a web application interface with a horizontal navigation bar at the top. The navigation bar contains six tabs: 'Application Type', 'Location', 'People', 'Contractors', 'Application Details', and 'Upload Files'. The 'Upload Files' tab is highlighted with a red rectangular box. Below the navigation bar, the main content area is divided into two sections. The first section is titled 'One complete set of Construction Plans' and contains a large rectangular area with the text 'Drag & Drop your files or Browse'. The second section is titled 'Optional Attachment' and contains a similar large rectangular area with the text 'Drag & Drop your files or Browse'. At the bottom of the form, there are three buttons: 'Previous', 'Cancel', and 'Next'. The 'Next' button is located at the bottom right of the form.

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 tab, a light blue box contains 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, 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' (blue) and 'Cancel' (grey).

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 'Create Application - New' page. The top navigation bar is the same as in the previous screenshot, with 'Terms & Conditions' selected. The main content area has a green checkmark icon and the heading 'Application Created'. Below the heading, it says: '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'. On the left side of the page, there is a sidebar with a navigation menu. The menu items are: Home, Incomplete Applications, Create, ADMIN TOOLS (Reports, Error Log), ACCOUNT (Modify Account, Log Out), and a 'Select Language' dropdown. At the bottom of the page, there is a footer with '2023 Timmons Group' on the left and 'About Contact Us' on the right.