

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

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.

Application Type

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)
GARAGE CONVERSION

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
 - Existing Car Garage Conversion to living space
 - Existing Car Garage Conversion Permit

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 at the top right. The search bar contains the text "221 E MAIN ST ROUND I". A red box highlights the search bar and the "Location" tab in the top navigation bar.

Parcel Information

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

Zoom to 1 of 2

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 at the top right. The search bar contains the text "221 E MAIN (ADD SUITE # IF APPLICABLE)". A red box highlights the search bar and the "Location" tab in the top navigation bar.

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 displayed. It features an 'Add My Info' button and a form with the following fields: Name (with 'CORR' entered), Company Name, Address 1 (with '221 E MAIN ST' entered), Address 2, City (with 'Round Rock' entered), State (with 'Texas' selected), Zip (with '78664' entered), Phone (with '5122185550' entered), and Email (with 'test@roundrocktexas.gov' entered). There is also a 'Comments/License Number' text area. At the bottom left are 'Previous' and 'Cancel' buttons, and at the bottom right is a 'Next' button.

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, the 'SEARCH AND ADD CONTRACTORS' section is displayed. It features a search bar with 'TOWL' entered. Below the search bar is a table with the following columns: Contractor Name, City, State, Contractor Type, and License Num. The table is currently empty, with a message 'No matching records found' below it. Below the table is a message 'Showing 0 to 0 of 0 entries (filtered from 13,070 total entries)' and an 'Add' button. Below this is the 'SELECTED CONTRACTORS' section, which is also empty, with 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 a web application interface with a horizontal navigation bar at the top. The navigation bar contains several tabs: 'Application Type', 'Location', 'People', 'Contractors', 'Application Details' (which is highlighted with a red box), 'Upload Files', and 'Terms & Conditions'. Below the navigation bar, the 'Application Details' section is divided into two main parts. The first part is titled 'RESIDENTIAL - GENERAL INFO' and contains two fields: 'Describe Work' with a text input area and a small red asterisk, and 'Located in a Flood Plain?' with a dropdown menu labeled 'Select an Item...'. The second part is titled 'RESIDENTIAL - SCOPE OF WORK' and contains a single field: 'Scope of Work' with a dropdown menu labeled 'Select an Item...'. At the bottom of the form, there are three buttons: 'Previous' (blue), 'Cancel' (gray), and 'Next' (blue).

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 in the same web application. The horizontal navigation bar at the top is identical to the previous screenshot, with the 'Upload Files' tab highlighted by a red box. The main content area of the 'Upload Files' tab contains two sections. The first section is titled 'One complete set of Construction Plans - City restrictions apply' and features a large gray rectangular area with the text 'Drag & Drop your files or Browse'. The second section is titled 'Optional Attachment' and also features a large gray rectangular area with the text 'Drag & Drop your files or Browse'. At the bottom of the form, there are three buttons: 'Previous' (blue), 'Cancel' (gray), and 'Next' (blue).

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 'Application Created' confirmation page. The page has a light blue header with the 'Create Application - New' title. Below the header is a navigation bar with tabs: 'Application Type', 'Location', 'People', 'Contractors', 'Application Details', 'Upload Files', and 'Terms & Conditions'. The 'Terms & Conditions' tab is selected.

The main content area features a green checkmark icon and the text "Application Created". Below this, 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".

The footer of the page includes the text "2023 Timmons Group" on the left and "About Contact Us" on the right.