Residential NEW DECK PATIO OR STRUCTURAL REPAIR/UPGRADE Application

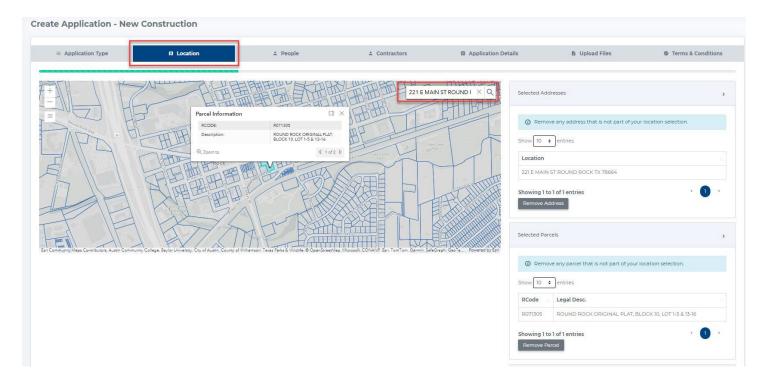
- 1. Login to the Portal at <u>https://permits.roundrocktexas.gov/</u> if you aren't already.
- 2. From My Dashboard, click Create New Application

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OUND ROCK TEXAS	My Dashboar	rd		⊕ Creat	e New Applicatic
e		My Applicatio	ons My Fees	My Inspection Requests	
mplete					
te	My Application	าร			
DLS	The table be	elow contains a list of all of your a	pplications. To view more details about an a	pplication, click the Q icon.	
orts					
Log	Show 10 ¢ ent	ries		Search:	
	App Number	Project Name	Туре	Sub-Type	Status
ify Account	() SE23-000029		Special Event Permit		Closed
Dut	FA23-00012	New Fire Alarm Permit	Fire Alarm		Fees Paid
	• SE23-000027		Special Event Permit		Issued
Language V	(1) ROW23-00015		Utility Work in Right of Way	Right of Way Permit - Telecom	Review
Langudye T	(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
	G SE23-000021		Special Event Permit		Closed

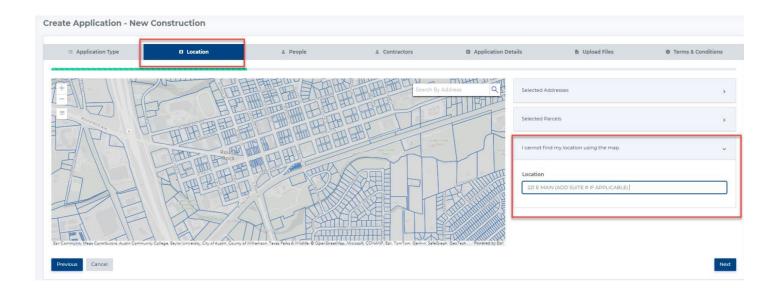
3. **Application Tab**: Clicking **New Application** to create a brand-new application. You can also add a project name at this stage. Clicking on **Building Inspection Services** will reveal an expandable list of all the available application types. Find the type of application you wish to submit by expanding the department's name. Select **Next** at the bottom of the screen to continue.

Application Type	IJ Location	* People	▲ Contractors	Application Details	B Upload Files	Terms & Conditions
 Select an application category to expand th 	e list and choose a listed application type. Option	ally, add a Project Name to use for future referer	nce. Click the Next button to advance to the next ste	ep.		
Please verify if address is in the City Limits befor	re submitting an application. Below is the link to o					
Round Rock Address Verification Tool						
New Application			O Linked Applicat	tion		
This option will create a new application.	v			inked 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 livi Existing Car Garage Conversion F						

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**.



NOTE: If the address <u>does not</u> 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**.



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.

Application Type	D Location		≛ People	± Contractors	Application Details	B Upload Files	Terms & Conditions
Applicant				-			
Add My Info							
Name *		Company Name					
CORR							
Address 1*							
221 E MAIN ST							
Address 2							
City *	State *		Zip *				
Round Rock	Texas	~	78664				
Phone *		Email *					
5122185550		test@roundrocktex	as.gov				
Comments/License Number							
				h			
Previous Cancel							Ne

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**

f you are unable to find the cor	ntractor in our system, they will need to su	Jomit a Contractor Registra	tion application here in t	he portal.		
CH AND ADD CONTRACTO	RS					
					L.	
now 10 ¢ entries						iearch: ITWL
Contractor Name		City	State	Contractor Type	License Num	
			The second se	atching records found		
	tered from 13,070 total entries)		NOT	acching records round		as a
Add	tered from 13,070 total entries)		TI ON	auning records round		a) a
Add to 0 of 0 entries (fill	tered from 13,070 total entries)		NO IT	euoring records round		e i s
	tered from 13,070 total entries)	City	State	S Contractor Type	License Num	e la
	tered from 13,070 total entries)	City	State		License Num	e la

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.

= Application Type	Ø Location	1 People	± Contractors	Application Details	B Upload Files	Terms & Conditions
			E			
RESIDENTIAL - GENERAL INFO						-
Describe Work *						h
Located in a Flood Plain?			Select an item			~
RESIDENTIAL - SCOPE OF WORK						-
Scope of Work *			Select an item			~
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.

	D Location	≗ People	± Contractors	Application Details	B Upload Files	Terms & Conditions
One complete set of Construction Plans - City rest	rictions apply *					
			Drag & Drop your files or Browse			
Optional Attachment						
			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.

Application Type	Ø Location	* People	2 Contractors	Application Details	b Upload Files	Terms & Conditions
unless standalone work wil and void if work or authoriz ALL PROVISIONS OF LAWS	I be performed. This permit app red construction does not comm AND ORDINANCES GOVERNIN	ication becomes null and voic nence within 6 months. I HERE G THIS TYPE OF WORK WILL E	I if permit is not issued within 6 BY CERTIFY THAT I HAVE READ BE COMPLIED WITH WHETHER	rk shall be included in one permit a months of permit application date.) AND EXAMINED THIS APPLICATIO SPECIFIED HEREIN OR NOT. THE G TION OR THE PERFORMANCE OF C	Once the permit is issued, t N AND KNOW THE SAME TO RANTING OF A PERMIT DOB	he permit becomes null D BE TRUE AND CORRECT.
agree with the terms an	d conditions. *					
Submit Previous 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)

17-							
ROUND ROCK TEXAS	Create Application -	New					
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complete itions							
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or Log							
			View Per	mit Information Apply for	New Permit		
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