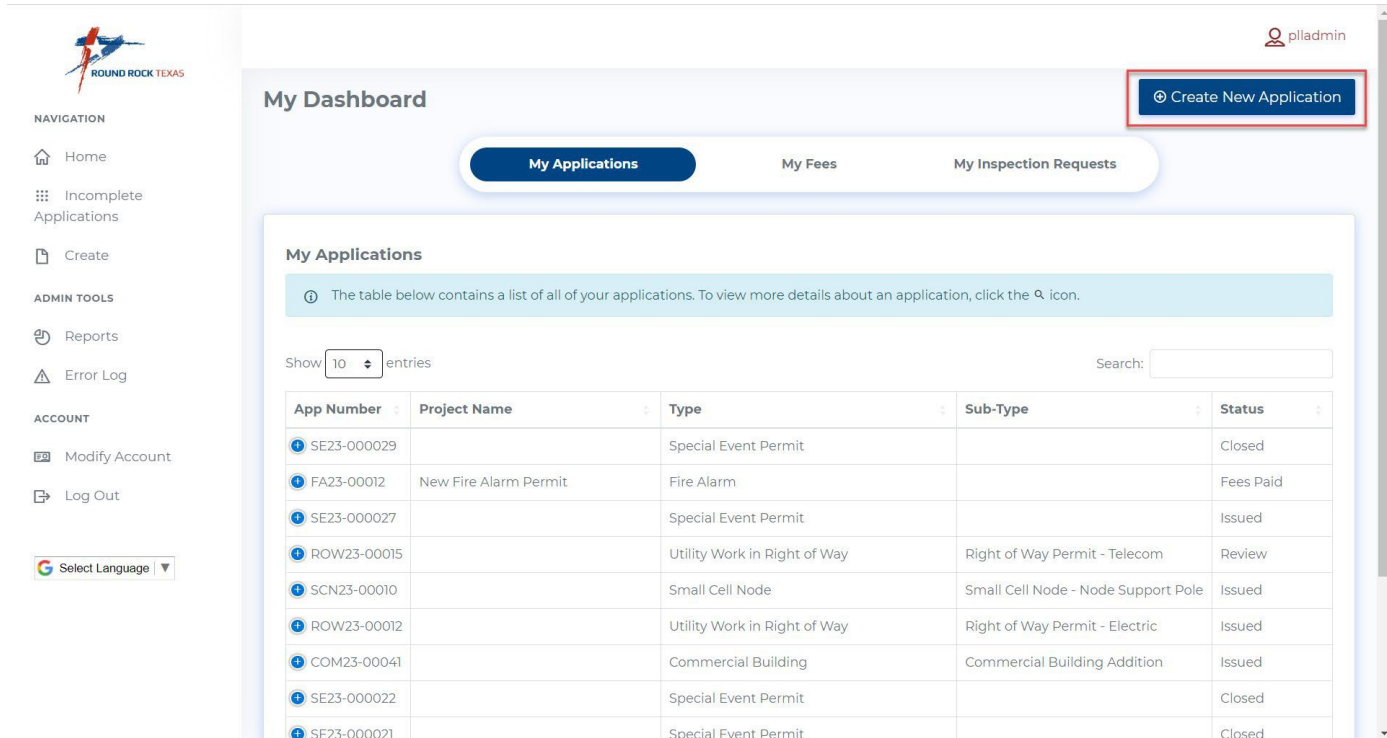


Residential Job Trailer Application

Sales Trailer: A sales trailer is not allowed in Round Rock as per the City Ordinance. All sales are to be conducted from a model home.


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

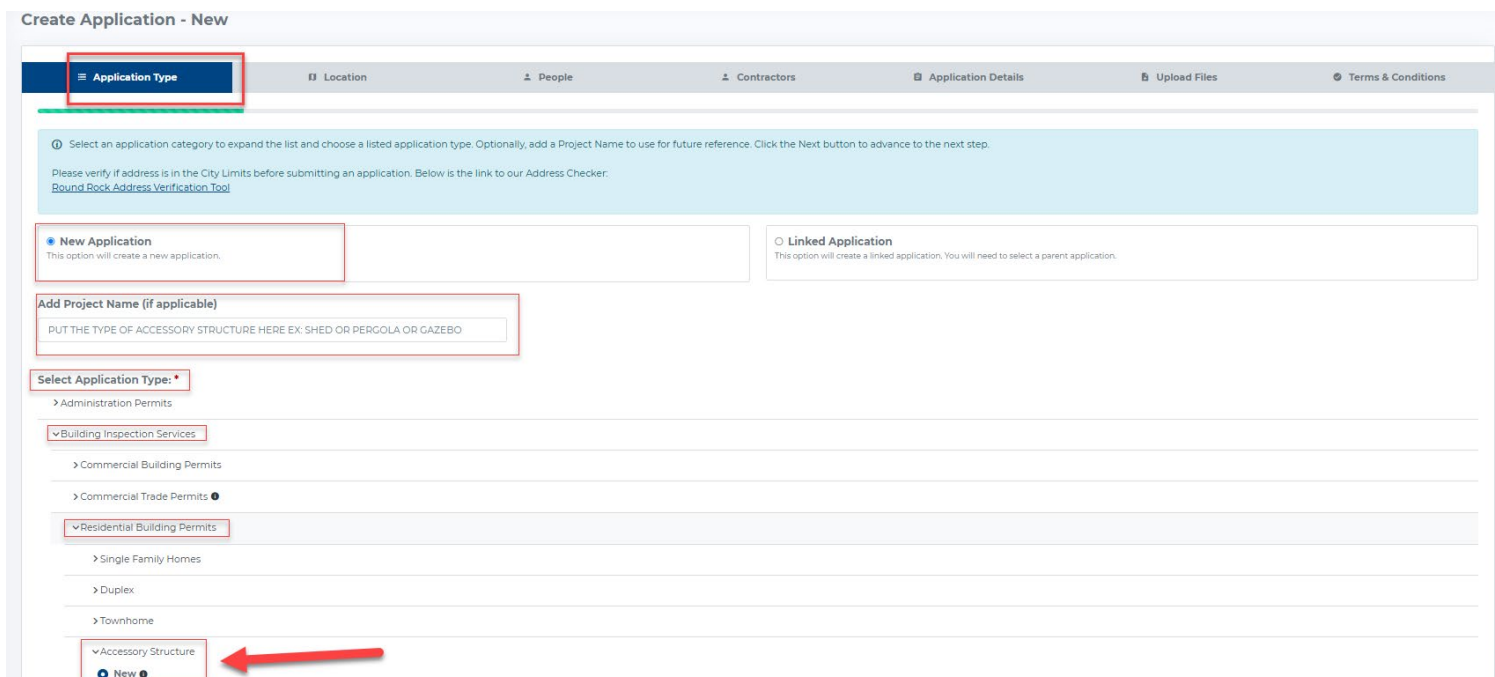
My Applications

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.



Create Application - New

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)
PUT THE TYPE OF ACCESSORY STRUCTURE HERE EX: SHED OR PERGOLA OR GAZEBO

Select Application Type:

- > Administration Permits
- > **Building Inspection Services**
 - > Commercial Building Permits
 - > Commercial Trade Permits
 - > **Residential Building Permits**
 - > Single Family Homes
 - > Duplex
 - > Townhome
 - > **Accessory Structure**
 - New**

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:

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**.

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 "Search By Address" popup. The search bar contains "221 E MAIN (ADD SUITE # IF APPLICABLE)". The "Search By Address" popup shows:

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. The 'Applicant' section contains 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 a 'Comments/License Number' text area at the bottom. A red box highlights the 'Add My Info' button in the top left of the form. At the bottom of the form are 'Previous' and 'Cancel' buttons. A 'Next' button is located at the bottom right of the page.

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. A message at the top states: '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 is the 'SEARCH AND ADD CONTRACTORS' section, which includes a search bar with 'TWL' entered. A table below the search bar has columns for 'Contractor Name', 'City', 'State', 'Contractor Type', and 'License Num', but it displays 'No matching records found'. A red box highlights the 'Add' button below the table. The 'SELECTED CONTRACTORS' section at the bottom shows a table with the same columns, displaying 'No data available in table'. A red box highlights the 'Remove' button below this table.

7. **Application Details Tab:** Notate this application is for a **sales trailer or job trailer**. 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 selected in a navigation bar. The main content area is divided into two sections: 'RESIDENTIAL - GENERAL INFO' and 'RESIDENTIAL - SCOPE OF WORK'. In the 'GENERAL INFO' section, there is a text input field for 'Describe Work' containing '10 x 12 SHED' and a dropdown menu for 'Located in a Flood Plain?'. In the 'SCOPE OF WORK' section, there is a dropdown menu for 'Scope of Work' with a red error message 'This field is required.' below it. At the bottom left are 'Previous' and 'Cancel' buttons, and at the bottom right is a 'Next' button.

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 selected in a navigation bar. The main content area lists three items for upload: '1. Site Plan w/ location info and distances from roof line to property lines', '2. One complete set of construction plans', and 'Optional Attachment'. Each item has a large light gray box with the text 'Drag & Drop your files or Browse'. To the right of each box is a small 'Required by 05/01/24' label. At the bottom left are 'Previous' and 'Cancel' buttons, and at the bottom right is a 'Next' button.

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 'Create Application - New' page. The top navigation bar is the same as in the previous screenshot, with the 'Terms & Conditions' tab selected. The main content area has a green checkmark icon and the heading "Application Created". Below the heading, 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". Below the message are two buttons: "View Permit Information" and "Apply for New Permit".

On the left side of the page, there is a sidebar with the following sections:

- NAVIGATION
 - Home
 - Incomplete Applications
 - Create
- ADMIN TOOLS
 - Reports
 - Error Log
- ACCOUNT
 - Modify Account
 - Log Out

At the bottom of the sidebar, there is a "Select Language" dropdown menu.

At the bottom of the page, there is a footer with the text "2023 Timmons Group" on the left and "About Contact Us" on the right.