

Residential MECHANICAL TRADE Application

If your scope of work involves an interior remodel or new construction, please do not proceed. Your application will be denied. Contact your general contractor for further instructions.

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 10 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

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)
DESCRIPTION OF WORK

Select Application Type:

- > Administration Permits
- > Building Inspection Services
 - > Commercial Building Permits
 - > Commercial Trade Permits
 - > Residential Building Permits
 - > Residential Trade Permits
 - > Electrical
 - > Mechanical
 - ☒ New
 - ☐ Replace

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

221 E MAIN ST ROUND I

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 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

Search By Address

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:** 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 selected in the top navigation bar. Below the navigation bar, there is a section titled 'Applicant'. Inside this section, there is a button labeled 'Add My Info'. Below the button, there are several input fields: 'Name', 'Company Name', 'Address 1', 'Address 2', 'City', 'State' (a dropdown menu showing 'Texas'), 'Zip', 'Phone', 'Email', and 'Comments/License Number'. At the bottom of the form, 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** company name. **If you bypass this section, your application will be rejected.** 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 selected in the top navigation bar. Below the navigation bar, there is a section titled 'SEARCH AND ADD CONTRACTORS'. Inside this section, there is a search bar with the text 'Search: ITWL'. Below the search bar, there 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 it. Below the table, there is a button labeled 'Add'. Below the 'Add' button, there is a section titled 'SELECTED CONTRACTORS'. Inside this section, there is a table with columns: 'Contractor Name', 'City', 'State', 'Contractor Type', and 'License Num'. The table is empty, and a message 'No data available in table' is displayed below it. Below the table, there is a button labeled 'Remove'.

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.

Create Application - New

Application Type

Location

People

Contractors

Application Details

Upload Files

Terms & Conditions

If your scope of work involves a remodel or new construction, **please do not proceed. Your application will be denied.** Contact your general contractor for further instructions.

RESIDENTIAL TRADE PERMIT INFO

is your scope of work related to an interior remodel or new construction? If YES, please do not proceed. Your application will be denied. Contact your general contractor for further instructions. *

Describe Work *

Yes

No

PLEASE READ!

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.

Application Type

Location

People

Contractors

Application Details

Upload Files

Terms & Conditions

Optional Attachment

You can bypass this section if you have no pertinent info to upload

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.

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 terms and conditions text. Below this 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 is a blue 'Previous' button, and to the right is 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**.

The screenshot shows the 'Application Created' confirmation page. The page has a sidebar on the left with navigation links: Home, Incomplete Applications, Create, Admin Tools (Reports, Error Log), Account (Modify Account, Log Out), and a language selector. The main content area has a title 'Create Application - New' and a sub-header 'Application Created'. Below the sub-header, 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'. 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 contains the text '2023 Timmons Group' and links for 'About' and 'Contact Us'.