

Model Home Conversion Instructions

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 content 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 of the dashboard.

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 - Additions / Remodels / Structural Repairs' form. The 'Application Type' tab is selected. The form includes sections for 'New Application' and 'Linked Application'. Below these, there is a section for 'Add Project Name (if applicable)' with a text input field. The 'Select Application Type:' section shows a list of application types, with 'Additions / Remodels / Structural Repairs' selected and highlighted by a red arrow.

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)
SINGLE FAMILY REMODEL

Select Application Type:

- > Administration Permits
- > Building Inspection Services
- > Commercial Building Permits
- > Commercial Trade Permits
- > Residential Building Permits
 - > Single Family Homes
 - ☐ New House Build from Ground Up
 - ☒ Additions / Remodels / Structural Repairs

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". A "Parcel Information" popup is visible over the map, showing:

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 at the top right. The search bar contains the text "221 E MAIN (ADD SUITE # IF APPLICABLE)".

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, the 'Applicant' section is visible. It contains an 'Add My Info' button, which is highlighted with a red box. Below this button are several input fields: 'Name *', 'Company Name', 'Address 1 *', 'Address 2', 'City *', 'State *' (with 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 (General Contractor) 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. ****Kindly note that Round Rock has a strict one-permit system in place. To avoid any delays in your project, it is essential to add the general contractor and relevant sub-contractors to your application. They must accept their assignment in the project via their Permit Portal account to be included in a permit. Although their confirmation is not mandatory at the time of application submittal, it will be required before permit issuance. ****

The screenshot shows the 'Contractors' tab selected in the top navigation bar. 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 features a search bar with the text 'TTWL' entered, which is highlighted with 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 it. Below the table, there is a message 'Showing 0 to 0 of 0 entries (filtered from 13,070 total entries)' and an 'Add' button, which is highlighted with a red box. Below the 'SEARCH AND ADD CONTRACTORS' section is the 'SELECTED CONTRACTORS' section. It also features a search bar with the text 'TTWL' entered. 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 data available in table' is displayed below it. Below the table, there is a message 'Showing 0 to 0 of 0 entries' and a 'Remove' button.

7. **Application Details Tab:** Notate that it's a model home conversion . Click **Next** at the bottom of the page to continue.

Create Application - Additions / Remodels / Structural Repairs

Application Type Location People Contractors **Application Details** Upload Files Terms & Conditions

RESIDENTIAL - GENERAL INFO

Describe Work *

Located in a Flood Plain?

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.

Create Application - Additions / Remodels / Structural Repairs

Application Type Location People Contractors Application Details **Upload Files** Terms & Conditions

1. Site Plan/Survey - show distance from property lines to roof edge

Drag & Drop your files or Browse

2. Floor Plan and Elevations; Top, front, back and side views

Drag & Drop your files or Browse

3. Framing and Roof plan details

Drag & Drop your files or Browse

4. Foundation / Footings Plan and Details

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**. (EX: 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, there 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 has 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 '2023 Timmons Group' logo and links for 'About' and 'Contact Us'.