

## **Residential NEW SINGLE-FAMILY Application (FROM GROUND UP)**

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 'Application Type' selection screen. The 'Application Type' tab is highlighted. Below the tabs, there is a section for selecting an application category. The 'New Application' option is selected. Below this, there is a section for selecting an application type. The 'Building Inspection Services' category is expanded, and the 'New House Build from Ground Up' option is selected under 'Residential Building Permits'. A red arrow points to the 'New House Build from Ground Up' option.

**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)**  
NEW SINGLE FAMILY (ADD SF) 1042 SF

**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 showing location selection. A red box highlights the search bar with the text "221 E MAIN ST ROUND". A red box highlights 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 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 showing location selection. A red box highlights the search bar with the text "221 E MAIN (ADD SUITE # IF APPLICABLE)". A red box highlights the "I cannot find my location using the map" section in the right sidebar.

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, the 'Applicant' section is visible. Within this section, the 'Add My Info' button is highlighted with a red box. The form contains several input fields: Name, Company Name, Address 1, Address 2, City, State (a dropdown menu currently showing 'Texas'), Zip, Phone, and Email. There is also a text area for 'Comments/License Number'. At the bottom of the form, there are 'Previous', 'Cancel', and 'Next' buttons.

6. **Contractor Tab:** Use the **Search** bar to find for your (General Contractor or Builder) company name 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.

The screenshot shows the 'Contractors' tab selected in the top navigation bar. Below the navigation bar, a message 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.' The main section is titled 'SEARCH AND ADD CONTRACTORS'. It features a search bar with the text 'Search: ITWL' and a dropdown menu set to '10' entries. Below the search bar is a table with columns: Contractor Name, City, State, Contractor Type, and License Num. The table is currently empty, with the text 'No matching records found' 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. The bottom section is titled 'SELECTED CONTRACTORS'. It also has a search bar and a dropdown menu set to '10' entries. Below this is another empty table with the same columns as the one above, with the text 'No data available in table' displayed below it. At the bottom, there is 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. 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 NEW CONSTRUCTION' and 'RESIDENTIAL BUILDING PERMIT INFO'. The first section has a red warning message: 'Please make sure to put the correct plat redecoration date. This affects permit fees'. It includes a 'Plat Recorded Date' field with a 'Select Date' dropdown and a '# of Dwelling Units' field. The second section has a 'Number of Stories' field, a 'Square Footage of Structure' field, and a 'Fire Sprinkler' field with a 'Select an item...' dropdown. At the bottom, there are 'Previous', 'Cancel', and 'Next' buttons.

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 four required documents: '1. REScheck - Energy Efficiency Calculations', '2. Plot Plan / Site Plan', '3. Architectural and Interior Plans', and '4. Engineered Foundation, Framing and Windbracing Plans and Details'. Each document has a large gray box with the text 'Drag & Drop your files or Browse'. Below these is an 'Optional Attachment' section with a similar gray box. At the bottom, there are 'Previous', 'Cancel', and 'Next' buttons.

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, there is a green 'Submit' button, a blue 'Previous' button, and 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 'Create Application - New' page. The top navigation bar is the same as in the previous screenshot. 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'. On the left side of the page, there is a sidebar with the following links: 'Home', 'Incomplete Applications', 'Create', 'Reports', 'Error Log', 'Modify Account', and 'Log Out'. At the bottom of the sidebar, there is a 'Select Language' dropdown menu. The footer of the page contains the text '2023 Timmons Group' on the left and 'About Contact Us' on the right.