

Townhome Application Instructions

- Click Create New Application (top right-hand corner of the dashboard)



- New Application
- Add Project Name
- Select Application Type*
- Building Inspection Services
- Residential Building Permits
- Townhome and choose the application that applies
- New **OR** Remodel / Repair
- Scroll to the bottom of the page and click Next.

Create Application

The image shows the "Create Application" form. At the top, there are four tabs: "Application Type" (active), "Location", "People", and "Cont". Below the tabs is a light blue informational box with an information icon and text: "Select an application category to expand the list and choose a listed application type. Optionally, add a Project Name to use for future... 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](#)".

Below the informational box, there are several sections:

- New Application** (highlighted with a red box): This option will create a new application.
- Add Project Name (if applicable)** (highlighted with a red box): A text input field containing "NSF TOWNHOME (PLUS) SF".
- Select Application Type: *** (highlighted with a red box): A dropdown menu with the following options:
 - > Administration Permits
 - ▼ **Building Inspection Services** (highlighted with a red box):
 - > Commercial Building Permits
 - > Commercial Trade Permits ⓘ
 - ▼ **Residential Building Permits** (highlighted with a red box):
 - > Single Family Homes
 - > Duplex
 - ▼ **Townhome** (highlighted with a red box):
 - New ⓘ
 - Remodel/Repair ⓘ** (highlighted with a red box and a red arrow pointing to it)

At the bottom right of the form, the text "Choose the application that applies" is displayed in a bold, grey font.