

# To Submit Revisions

- On the main dashboard, make sure the *My Applications* tab is highlighted blue. Locate your permit on the table below. Click on the magnifying glass under the Actions box.

My Dashboard Create New Application

My Applications My Fees My Inspections

My Applications

The table below contains a list of all of your applications. To view more details about an application, click the magnifying glass icon.

Show 10 entries Search:

App Number	Project Name	Type	Sub-Type	Status	Location	Date Created	Actions
ACR25-00018	TEST 2	Residential Accessory Structure	Residential Accessory Structure New	Ready to Issue	301 W BAGDAD AVE ROUND ROCK TX 78664	2/11/2025	

- If you do not see the *Actions* box but instead see a blue circle with a plus sign, click on the blue circle and open the additional selections.

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Date Created 2/11/2025

Actions

- Once you open the Application, scroll to the bottom of the page, where you'll see *Attachments*. Click on Add Attachments to upload any revisions.

Attachments

set of construction plans - example .pdf  
6/3/2025 10:43:30 AM

set of revised construction plans - example .pdf  
6/3/2025 10:44:07 AM

Add Attachment

\*\*\*Please note: When you are done uploading your revisions, please call the Building Inspections office at 512-218-5550 to inform staff as the system does not notify us when plans and / or revisions have been uploaded for review. \*\*\*