


## How To add a GC and/or MEP's after the Application has been Created


1. Log on to the Round Rock Permit Portal at (<https://permits.roundrocktexas.gov/portal>)
2. Go to the dashboard and ensure the "My Applications" tab is highlighted in blue.



3. To open your application, locate it in the table under the "My Applications" tab and click on the magnifying glass icon under the "Actions" box. **\*If you don't see the "Actions" box, look for a blue circle with a plus sign next to the permit number and click on it to find the magnifying glass\*.**

App Number	Project Name	Type	Sub-Type	Status	Location	Date Created	Actions
P24-0004	jeparza@roundrocktexas.gov	Parade Permit		Fees Due	301 W BAGDAD AVE ROUND ROCK TX 78664	7/18/2024	

4. Scroll down to the **Contractor** section on the application. Click on the Blue **Add Contractor(s)** button to get a list of registered contractors with the City of Round Rock.

Contractors		
Business Name	Contractor Type	License Num
NEED GC*****	GENERAL	0000
NEED ELEC*****	GENERAL	00000000
NEED HVAC*****	GENERAL	00000000
NEED PLUMBER*****	GENERAL	00000000
		


5. On the search box, type the name of the GC and/or sub-contractor / company working with you on this project

**Add New Contractor(s)** x

*i* Select the contractor(s) from the table below and click the Add button to add the contractor(s) to your application.

If you are unable to find the contractor in our system, they will need to submit a Contractor Registration application here in the portal.

Show  entries

search company name here 

Search:

Contractor Name	Contractor Type	License Num
* Round Rock Pool Pros	OTHER	8573
**Pride of Texas	IRRIGATION	LI0017268

6. Once the company name populates, you click on it to highlight it. Click **Add** at the bottom of the screen to add the contractor chosen.

**Add New Contractor(s)** x

*i* Select the contractor(s) from the table below and click the Add button to add the contractor(s) to your application.

If you are unable to find the contractor in our system, they will need to submit a Contractor Registration application here in the portal.

Show  entries

Search:

Contractor Name	Contractor Type	License Num
*ABC Home & Commercial Services (PLUMB)	PLUMBING	32147
ABC Home & Commercial Services	GENERAL	5538
ABC Home & Commercial Services (ELEC)	ELECTRICAL	23492
ABC Home & Commercial Services (ELEC)	ELECTRICAL	337781
ABC Home & Commercial Services (MECH)	MECHANICAL	86888
ABC Home & Commercial Services (TRUST)	GENERAL	4745

Showing 1 to 6 of 6 entries (filtered from 13,143 total entries) 1 row selected

**NOTE: electrical contractors have two licenses: a master and a contractor license. You can choose either, they are both under the same profile.**

< 1 >

Close Add

7. Once added, repeat the process to add additional contractors, if applicable.