

Commercial ABOVE GROUND STORAGE TANK Application

1. Login to the Portal at <https://permits.roundrocktexas.gov/> if you aren't already.
2. From My Dashboard, click **Create New Application**

My Dashboard

[Create New Application](#)

My Applications

The table below contains a list of all of your applications. To view more details about an application, click the [i](#) icon.

Show 10 entries

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.

Create Application

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.

Add Project Name (if applicable)
Add Project Name

Select Application Type:

- Administration Permits
- Building Inspection Services**
 - Commercial Building Permits
 - Building
 - Accessory Structure
 - Multi-Family
 - Deck/Patio
 - Swimming Pool
 - Engineered Retaining Walls and Subdivision Walls
 - Other Permits**
 - Interior Demolition
 - Generator
 - Moving
 - Foundation Repair
 - Solar Panel System
 - Complete Demolition
 - Rack
 - Commercial Re-Roof
 - Storage Tank - Under Ground
 - Storage Tank - Above Ground**

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 in the top right corner containing the text "221 E MAIN ST ROUND I". A "Parcel Information" popup is visible on the map, showing details for R071305: 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 the 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 in the top right corner containing the text "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:** 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, there are two main sections: 'Applicant' and 'Owner (Attested by Applicant)'. Each section has an 'Add My Info' button. The 'Applicant' section contains fields for Name, Company Name, Address 1, Address 2, City, State, Zip, Phone, and Email. The 'Owner' section contains similar fields. At the bottom, there are 'Previous', 'Cancel', and 'Next' buttons.

6. **Contractor Tab:** Use the **Search** bar to search for the contractor(s) you want to add to the application. Select the contractor(s) in the **Search and Add Contractors** section and click the **Add** button to add them to the application. You will need to add a company as the General Contractor.

The screenshot shows the 'Contractors' tab selected in the top navigation bar. Below the navigation bar, there is a 'SEARCH AND ADD CONTRACTORS' section with a search bar and a table of results. The search bar contains the text 'TTWL'. Below the table, there is an 'Add' button. Below the 'Add' button, there is a 'SELECTED CONTRACTORS' section with a table of results. The table is empty, and there is a 'Remove' button at the bottom.

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.

Create Application - Storage Tank - Above Ground

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

COMMERCIAL OTHER PERMIT INFO

Describe Work (include description and name of business) * Items with a red asterisk * are required to be answered to move forward

Project Value (dollars) *

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 - Storage Tank - Above Ground

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

Manufacturers Specs *

Drag & Drop your files or [Browse](#)

Notice of Construction (NOC) *

Drag & Drop your files or [Browse](#)

SF041 (Above Ground) *

Drag & Drop your files or [Browse](#)

TCEQ 00659 AST (Above Ground) *

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. Below the 'Submit' button are two buttons: 'Previous' and 'Cancel'.

☐ I agree with the terms and conditions. *

Submit

Previous Cancel

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**.

The screenshot shows the 'Application Created' confirmation page. The page has a light blue header with the 'Create Application - New' title. Below the header 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 are two buttons: 'View Permit Information' and 'Apply for New Permit'. On the left side of the page is a sidebar with a navigation menu. The footer of the page contains the text '2023 Timmons Group' and 'About Contact Us'.

BOUND ROCK TEXAS

NAVIGATION

- Home
- Incomplete Applications
- Create

ADMIN TOOLS

- Reports
- Error Log

ACCOUNT

- Modify Account
- Log Out

Select Language

Create Application - New

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

Application Created

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

View Permit Information Apply for New Permit

2023 Timmons Group About Contact Us