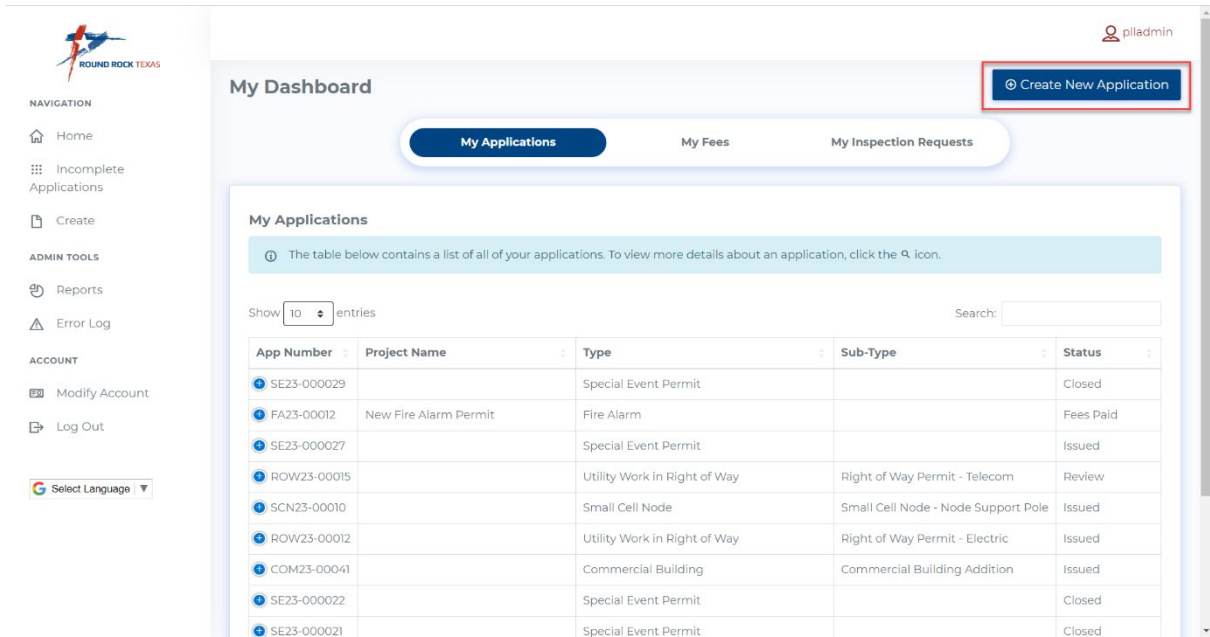


Commercial UNDERGROUND STORAGE TANK Application

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](#)

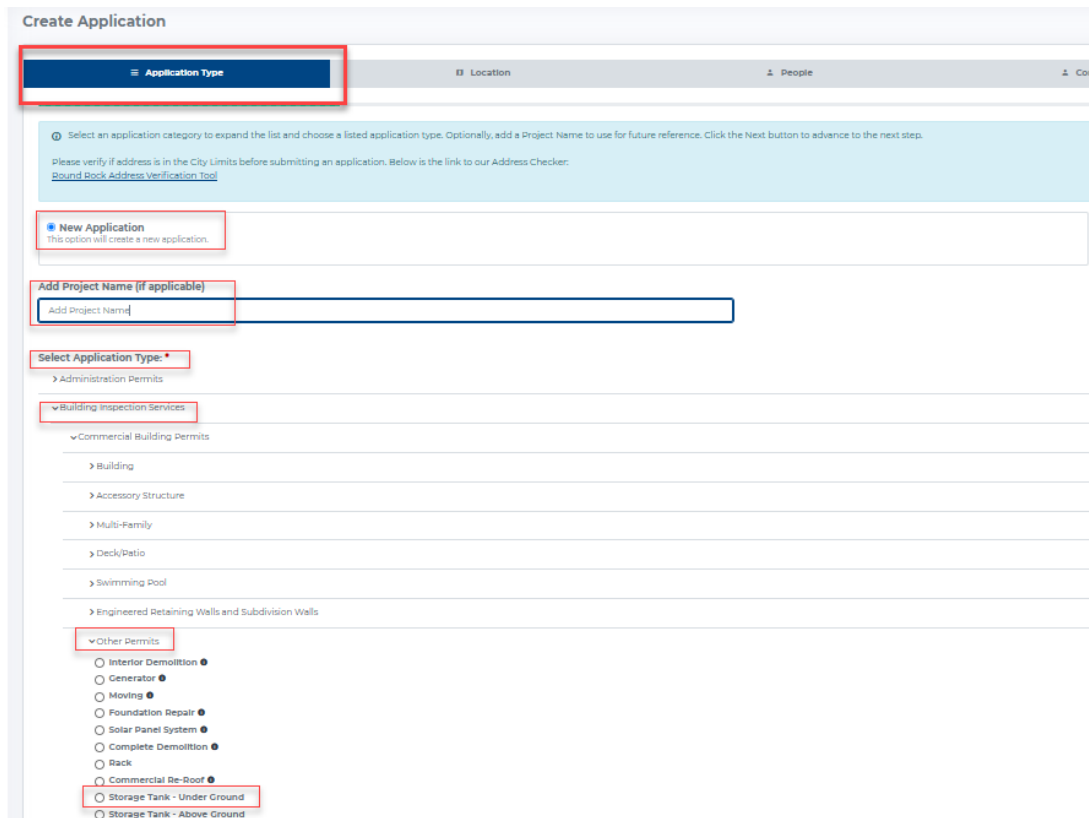
My Applications | My Fees | My Inspection Requests

The table below contains a list of all of your applications. To view more details about an application, click the 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 | Location | People

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](#)

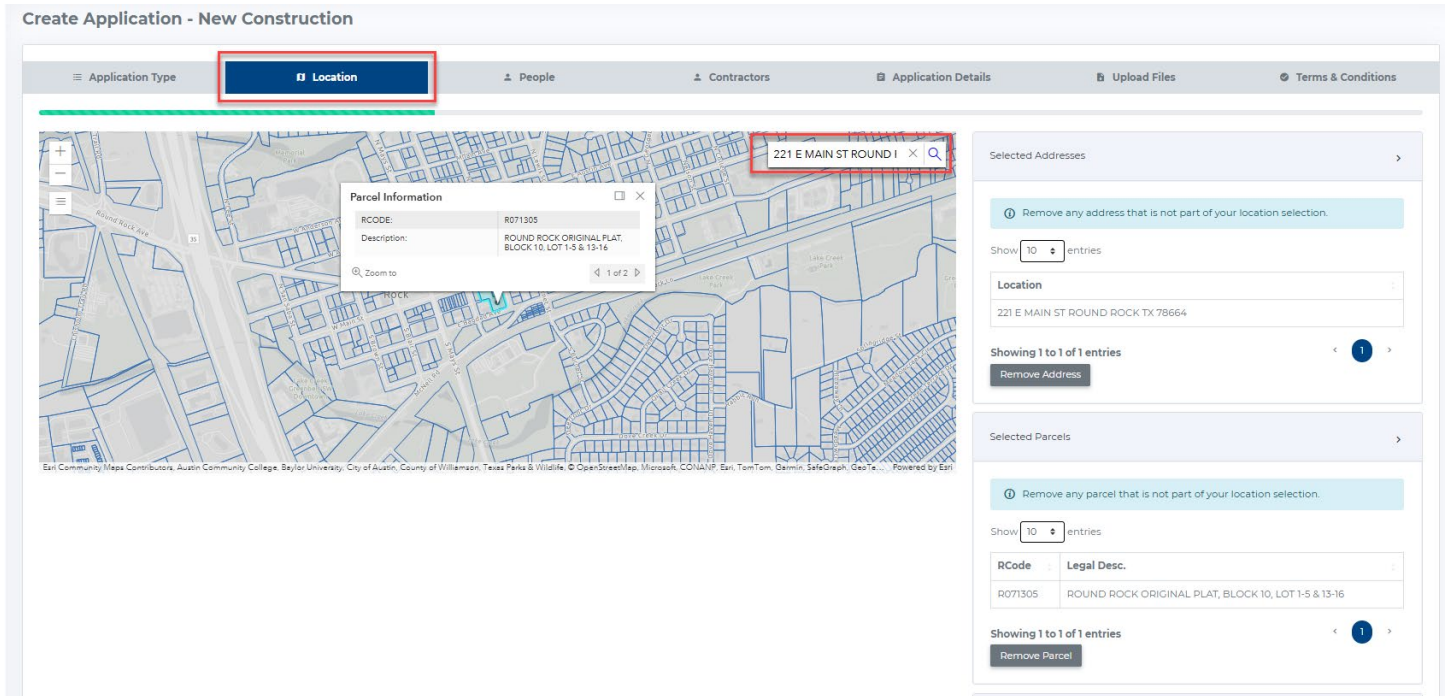
New Application
This option will create a new application.

Add Project Name (if applicable)
Add Project Name

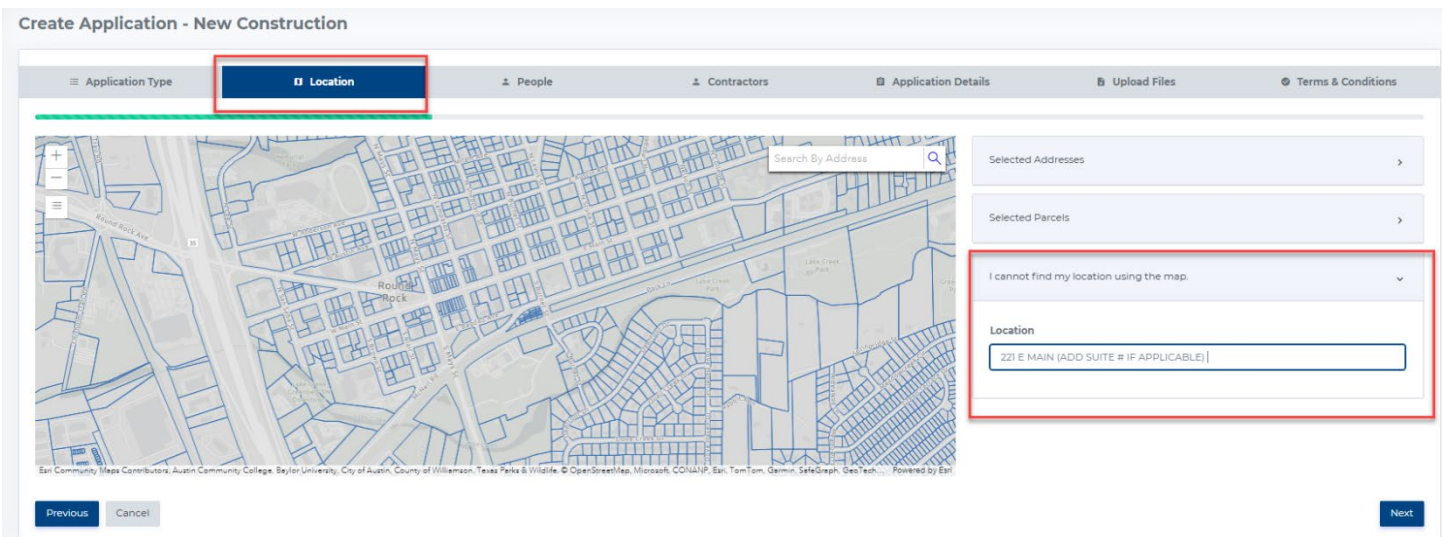
Select Application Type: *

- 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**.



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**.



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 contains a form with the following fields: Name, Company Name, Address 1, Address 2, City, State, Zip, Phone, and Email. The 'Add My Info' button is highlighted with a red box in both sections. At the bottom of the form, 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 message: "If you are unable to find the contractor in our system, they will need to submit a Contractor Registration application here in the portal." Below this message is the 'SEARCH AND ADD CONTRACTORS' section. It features a search bar with the text 'TTWL' and an 'Add' button. Below the search bar is a table with columns for Contractor Name, City, State, Contractor Type, and License Num. The table shows 'No matching records found'. Below the table is a message: 'Showing 0 to 0 of 0 entries (filtered from 13,070 total entries)'. Below this message is the 'SELECTED CONTRACTORS' section. It features a search bar and a 'Remove' button. Below the search bar is a table with columns for Contractor Name, City, State, Contractor Type, and License Num. The table shows 'No data available in table'. Below the table is a message: 'Showing 0 to 0 of 0 entries'.

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 - Under Ground

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

COMMERCIAL OTHER PERMIT INFO

Describe Work (Include description and name of business) * **Questions that have a red asterisk* are required to be answered before moving 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 - Under Ground

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

Manufacturers Specs *

Drag & Drop your files or Browse

Powered by P2PWA

Notice of Construction (NOC) *

Drag & Drop your files or Browse

Powered by P2PWA

SF042 *

Drag & Drop your files or Browse

Powered by P2PWA

TCEQ 00724 *

Drag & Drop your files or Browse

Powered by P2PWA

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 a web application interface with a navigation bar at the top containing tabs: Application Type, Location, People, Contractors, Application Details, Upload Files, and Terms & Conditions. The Terms & Conditions tab is active and highlighted with a red box. Below the navigation bar is a light blue text area 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 this text is a form with a radio button labeled "I agree with the terms and conditions." and a red box around it. To the right of the radio button is a red asterisk. Below the radio button is a green "Submit" button with a red box around it. At the bottom left of the form are two buttons: "Previous" (blue) and "Cancel" (grey).

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 a web application interface with a navigation bar at the top containing tabs: Application Type, Location, People, Contractors, Application Details, Upload Files, and Terms & Conditions. The Terms & Conditions tab is active and highlighted with a red box. Below the navigation bar is a white text area with a green checkmark icon and the text "Application Created". Below this text is a message: "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". Below the message are two buttons: "View Permit Information" (blue) and "Apply for New Permit" (blue). The page has a sidebar on the left with navigation links: Home, Incomplete Applications, Create, Reports, Error Log, Modify Account, and Log Out. At the bottom left of the page is the text "2023 Timmons Group" and at the bottom right is the text "About Contact Us".