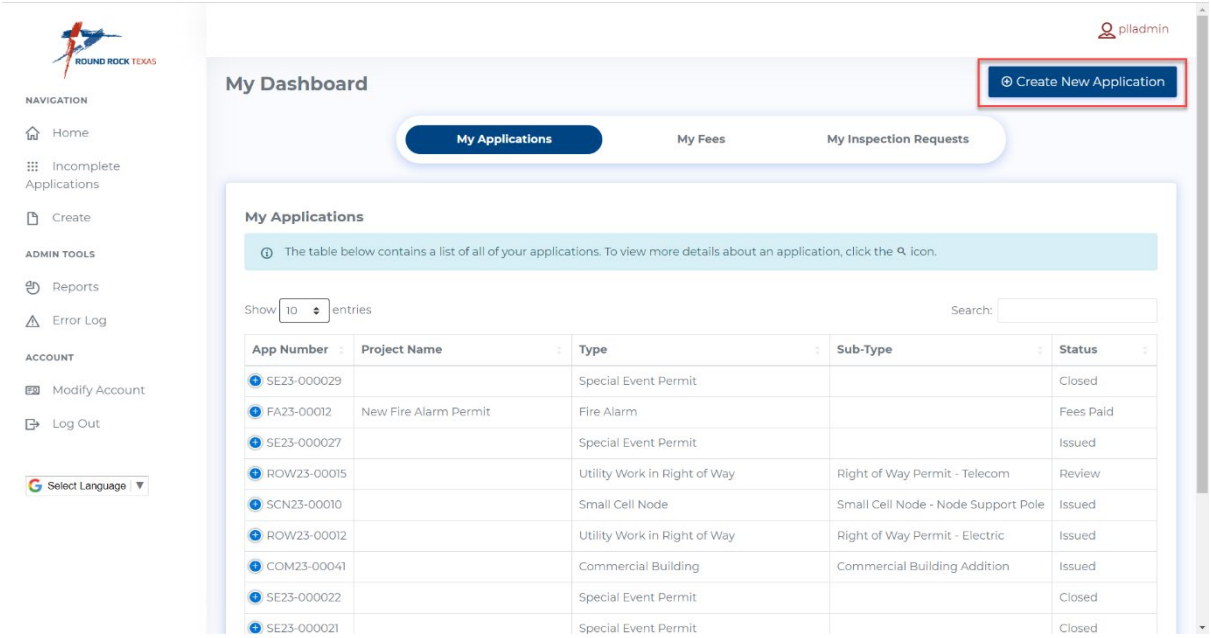
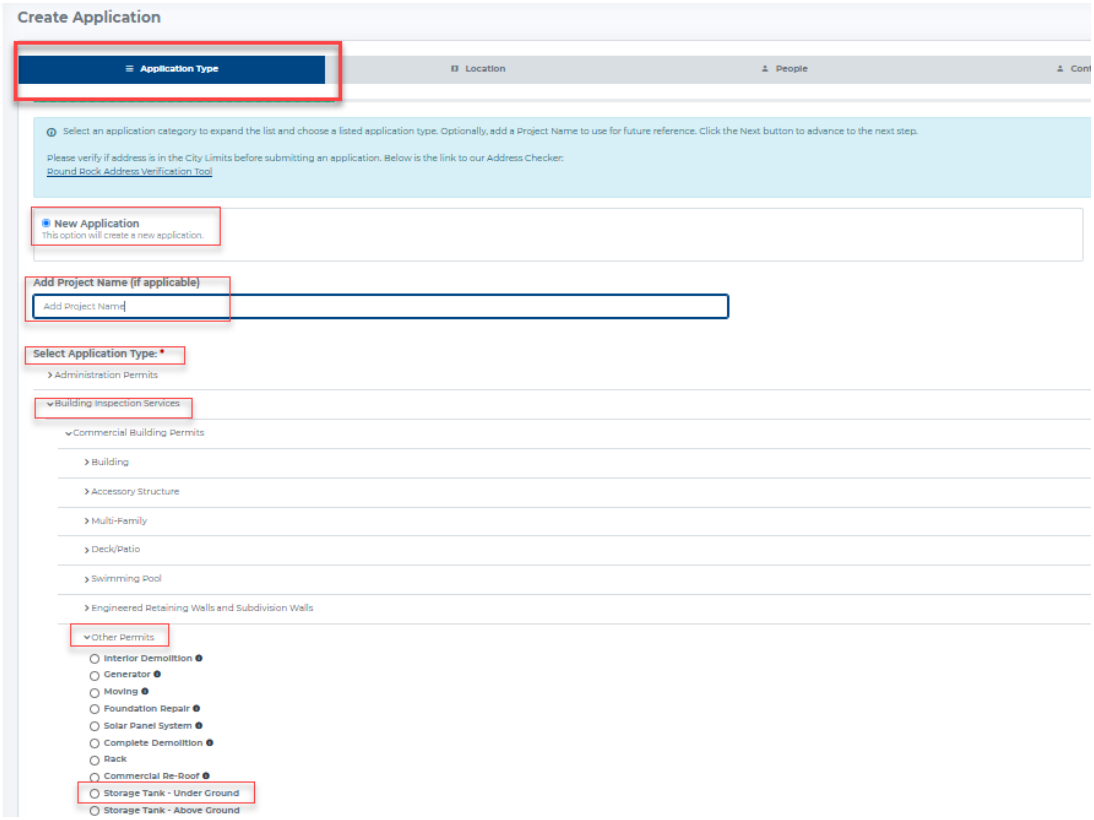
Commercial UNDERGROUND STORAGE TANK Application

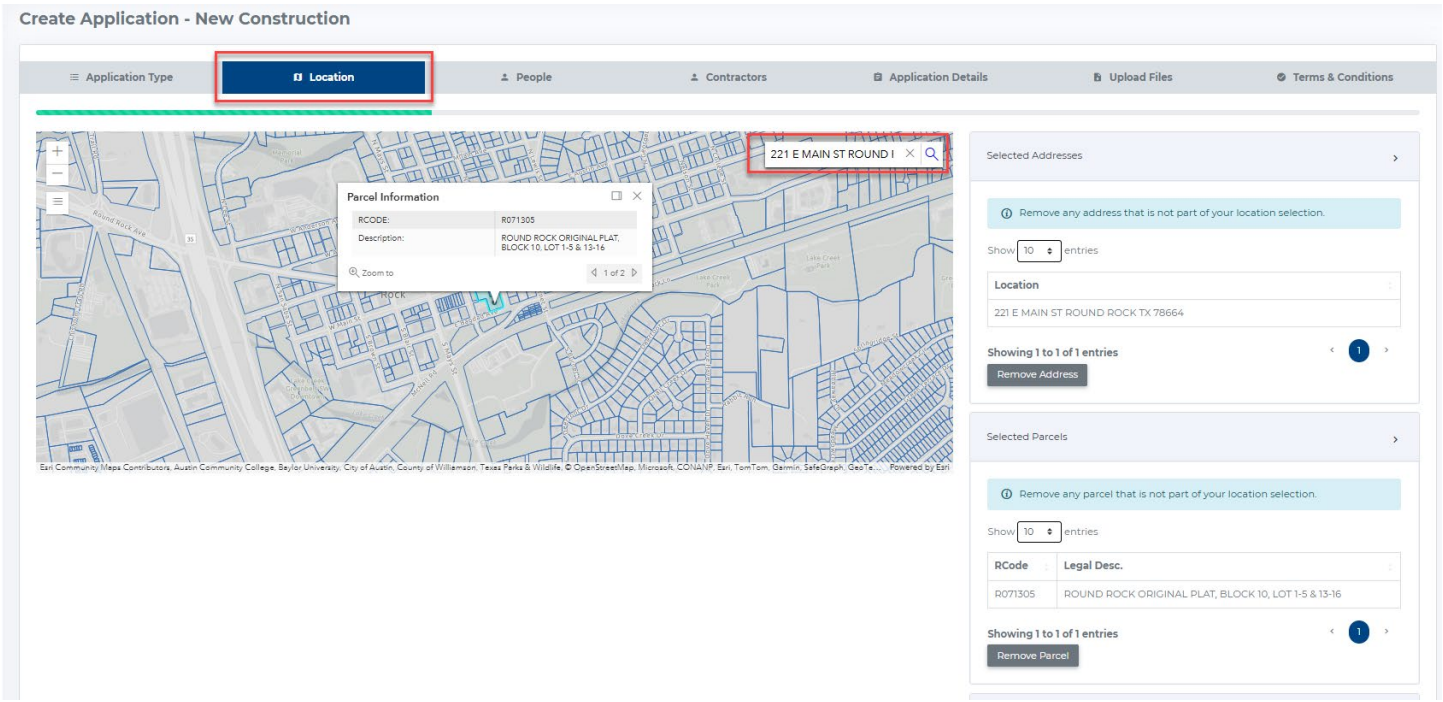
1. Login to the Portal at https://permits.roundrocktexas.gov/ if you aren't already.
2. From My Dashboard, click **Create New Application**



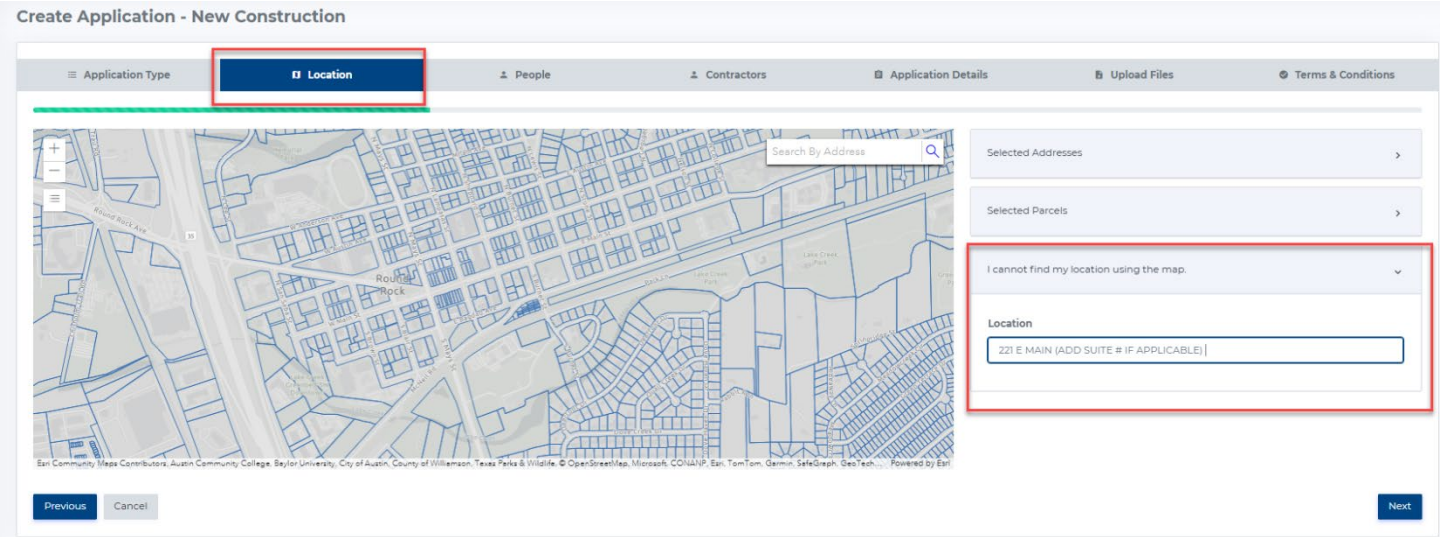
3. **Application Tab**: Clicking ***New Application*** to create a brand-new application. You can also add a project name at this stage. Clicking on ***Building Inspection Services*** will reveal an expandable list of all the available application types. Find the type of application you wish to submit by expanding the department's name. Select ***Next*** at the bottom of the screen to continue.



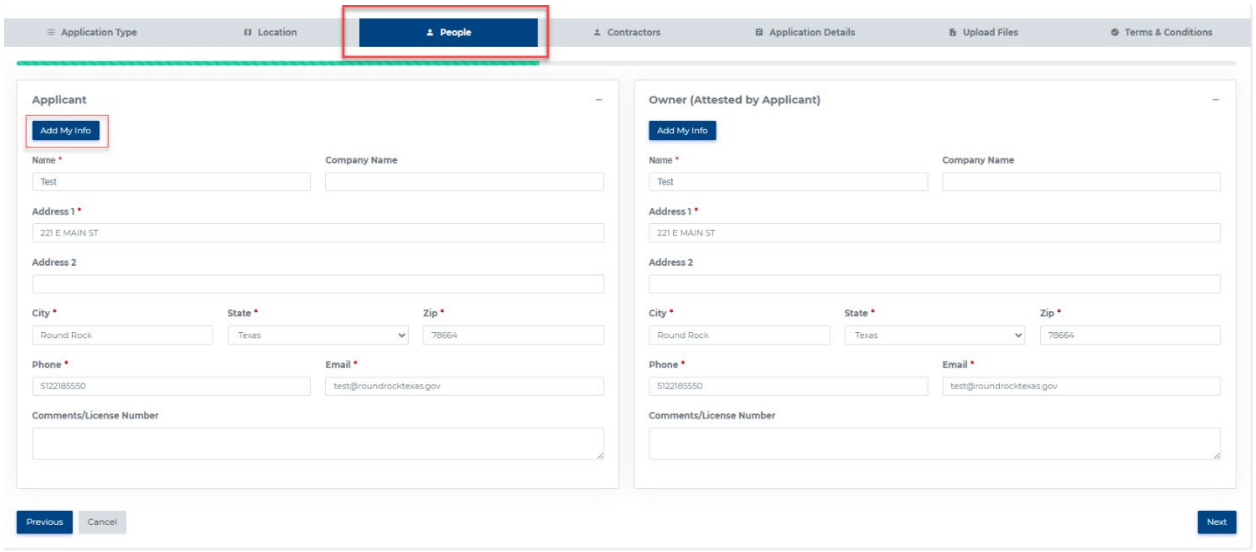
4. **Location Tab**: On the search bar, type in the project address. Once it auto-populates, click on it and scroll down the page and click **Next**.



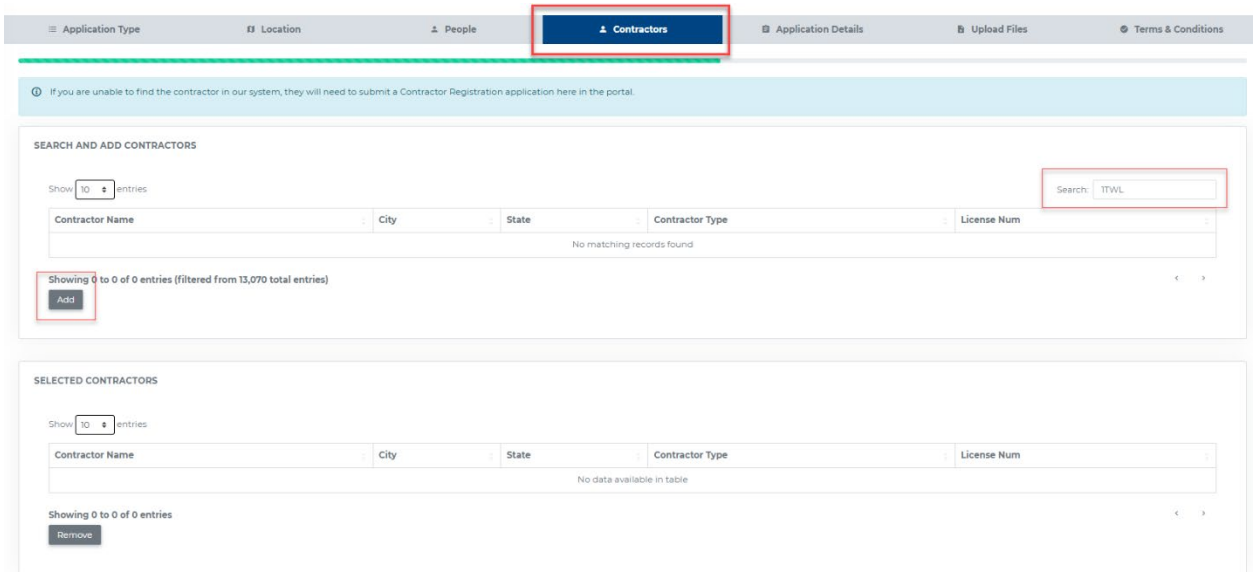
NOTE: If the address <u>does not</u> auto- populate, then type the address and the suite number (if applicable) on the "**I cannot find my location using the map**" section. Once you type it out, scroll down the page and click **Next**.



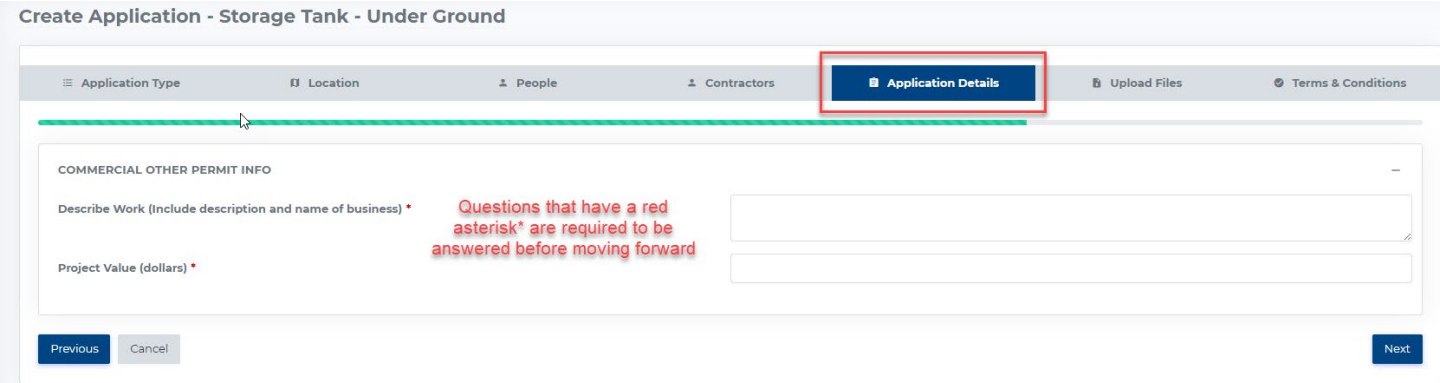
5. **People Tab**: You can use the **Add My Info** button to auto-populate your contact information into the application. If you are also the owner, you can use this button here as well. If you aren't the owner, you can enter their contact information manually, but the **Owner** section is optional. Click **Next** to continue.



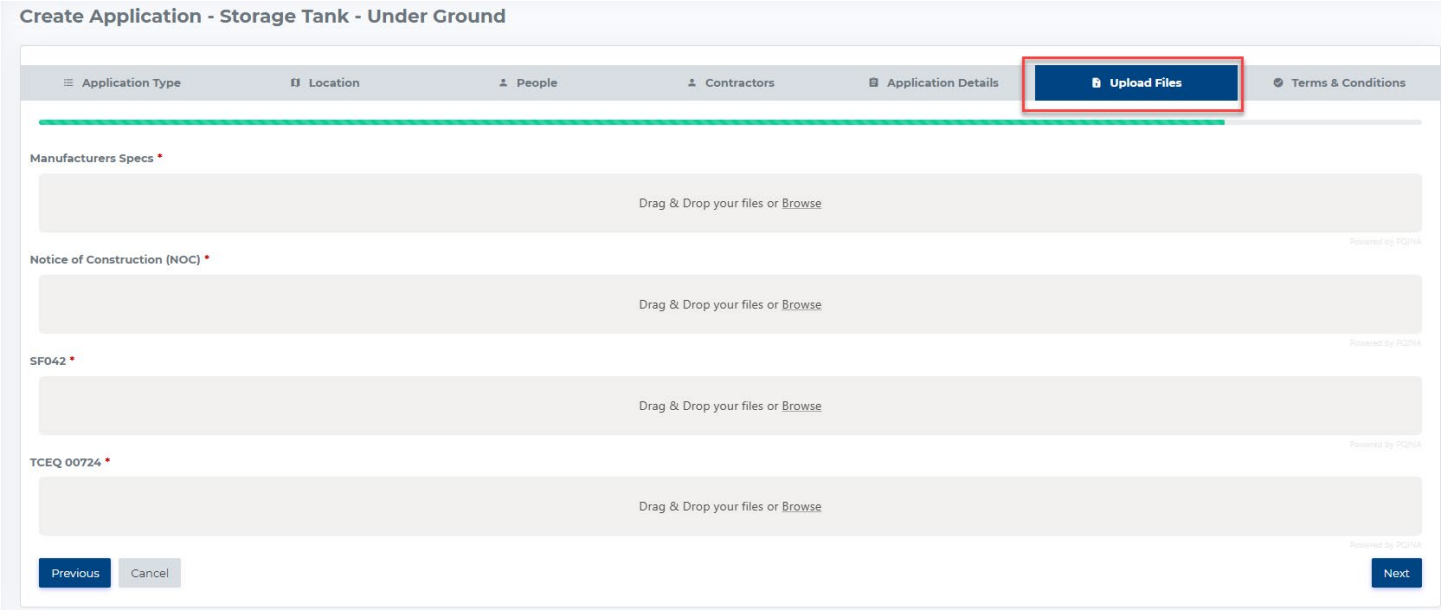
6. **Contractor Tab**: Use the **Search** bar to search for the contractor(s) you want to add to the application. Select the contractor(s) in the **Search and Add Contractors** section and click the **Add** button to add them to the application. You will need to add a company as the General Contractor.



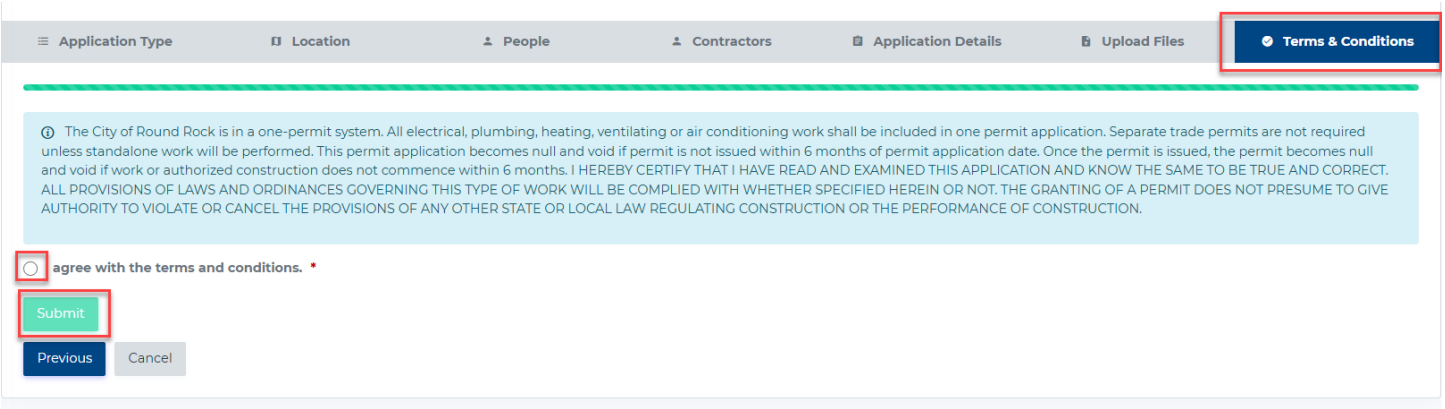
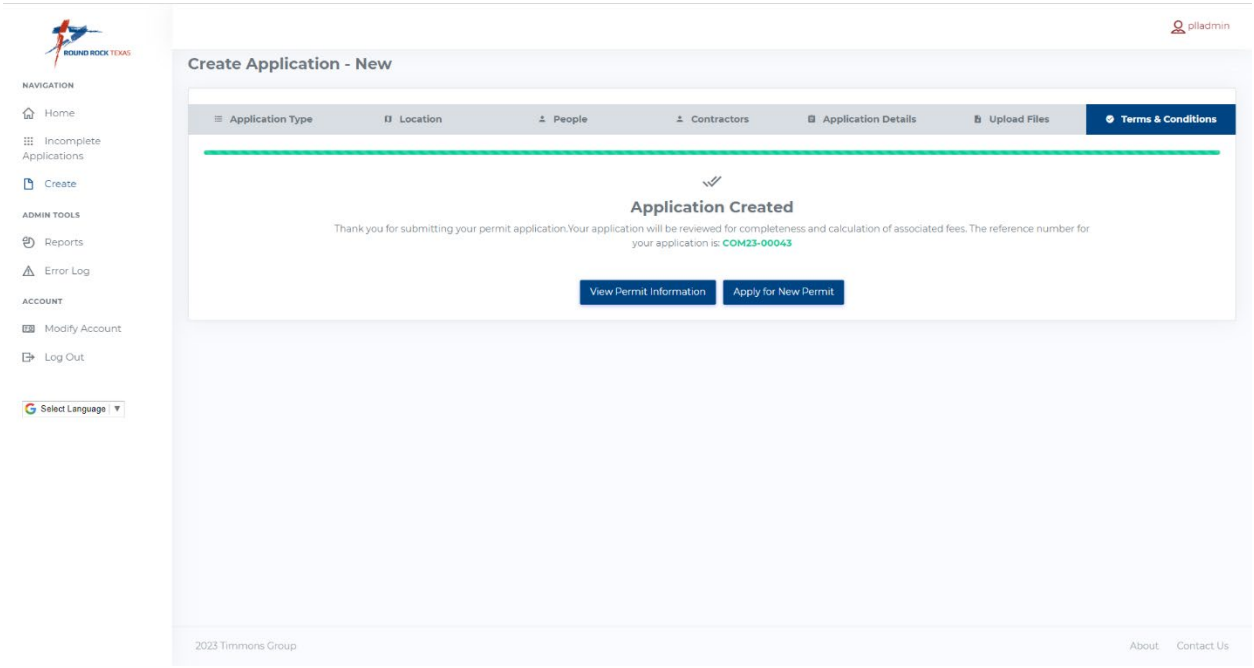
7. **Application Details Tab**: Fill out any relevant application details for the type of application you selected. Click **Next** at the bottom of the page to continue.



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.



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.



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**.