

## Print Permit and Approved Plans

1. Login to the Portal at <https://permits.roundrocktexas.gov/> if you aren't already.
2. From My Dashboard, click on the **"My Applications"** tab. Under **"Actions"**, click the magnifying glass to open the application record.

My Dashboard

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 icon.

Show 10 entries Search:

App Number	Project Name	Type	Sub-Type	Status	Location	Date Created	Actions
ACR25-00017	TEST	Residential Accessory Structure	Residential Accessory Structure New	Issued	301 W BAGDAD AVE ROUND ROCK TX 78664	2/11/2025	

3. Once you open the record, under **Application Info**, you'll find a blue **Permit** button. Click on it to print your issued permit. If it's not blue, then the permit has not been issued yet.

Application Info

Application Info

Permit Number: ACR25-00017

Location: 301 W BAGDAD AVE ROUND ROCK TX 78664

Status: Issued

Date Issued: 6/17/2025 8:40:09 AM

Expiration Date: 12/17/2025

4. To Print your **Approved Plans**, continue to scroll down the page to where you see **Attachments**. **Note:** Residential does not have "redlined" plans. You just print out the plans that were reviewed and approved. For Commercial: You should see verbiage like **"Reviewed Stamped Plan Fire & Building"** or something similar.

Attachments

1. Site Plan w/ location info and distances from roof line to property lines  
2/11/2025 9:50:29 AM

2. One complete set of construction plans  
2/11/2025 9:50:30 AM

Add Attachment