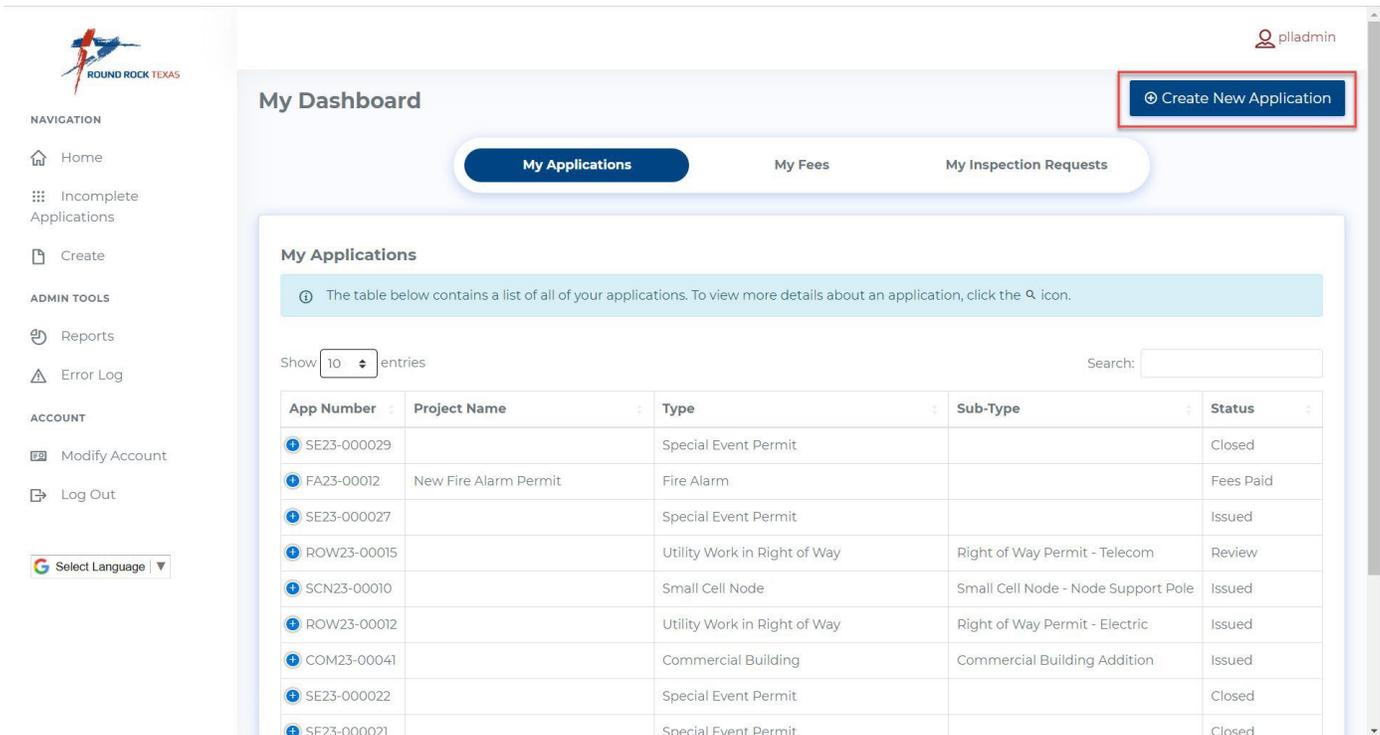


Commercial RACK Application

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](#)

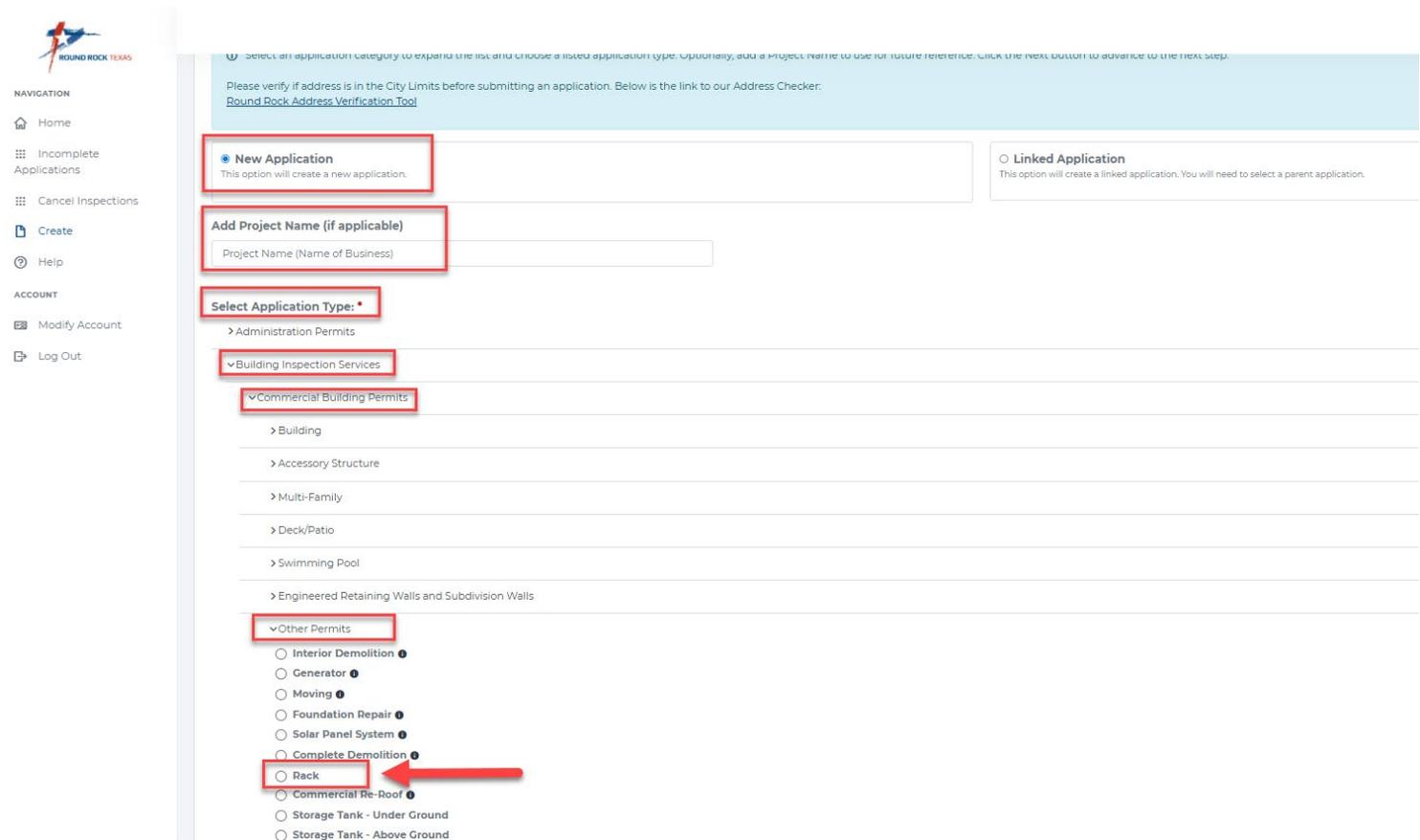
My Applications My Fees My Inspection Requests

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

Show entries Search:

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.



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.

Linked Application
This option will create a linked application. You will need to select a parent application.

Add Project Name (if applicable)
Project Name (Name of Business)

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**.

The screenshot shows the 'Create Application - New Construction' interface. The 'Location' tab is selected. A map displays a parcel with a 'Parcel Information' popup. The address '221 E MAIN ST ROUND I' is entered in the search bar. The 'Selected Addresses' and 'Selected Parcels' sections show the address and parcel details respectively.

Parcel Information

Rcode:	R071305
Description:	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

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

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**.

The screenshot shows the 'Create Application - New Construction' interface. The 'Location' tab is selected. The map displays a parcel. The 'Selected Addresses' and 'Selected Parcels' sections are empty. The 'I cannot find my location using the map' section is highlighted, showing the address '221 E MAIN (ADD SUITE # IF APPLICABLE)' entered in the search bar.

I cannot find my location using the map.

Location

221 E MAIN (ADD SUITE # IF APPLICABLE)

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.

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

Applicant

Add My Info

Name * Company Name
CORR

Address 1 *
221 E MAIN ST

Address 2

City * State * Zip *
Round Rock Texas 78664

Phone * Email *
5122185550 test@roundrocktexas.gov

Comments/License Number

Previous Cancel Next

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. ****NOTE: Round Rock strictly follows a one-permit system. To prevent any delays in your project, you must include all relevant sub-contractors in the permit application. Although including them it is not necessary at the time of application submittal, it is required before the permit can be issued****

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

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

SEARCH AND ADD CONTRACTORS

Show 10 entries Search: TJWL

Contractor Name	City	State	Contractor Type	License Num
No matching records found				

Showing 0 to 0 of 0 entries (filtered from 13,070 total entries) Add

SELECTED CONTRACTORS

Show 10 entries

Contractor Name	City	State	Contractor Type	License Num
No data available in table				

Showing 0 to 0 of 0 entries Remove

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 - Rack

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

RACK PERMIT INFORMATION

Name of Business and Use of Racks (pallet storage, high-piled, etc.) *

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 - Rack

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

Manufacturers Specs *

Occupancy Classification Letter (OCL) *

Rack Layout Plan *

Structural Calculations & Anchorage Details *

Optional Attachment

Any line item with a red asterisks * is required to move forward.

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 a navigation bar with tabs: Application Type, Location, People, Contractors, Application Details, Upload Files, and Terms & Conditions (highlighted with a red box). Below the navigation bar is a light blue box 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 checkbox labeled "I agree with the terms and conditions." (highlighted with a red box). Below the checkbox is a green "Submit" button (highlighted with a red box) and two buttons: "Previous" and "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**. (EXAMPLE BELOW)

The screenshot shows the "Create Application - New" page. The navigation bar is the same as in the previous screenshot, with "Terms & Conditions" highlighted. The main content area displays a green checkmark icon, the heading "Application Created", and the text: "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 this text are two buttons: "View Permit Information" and "Apply for New Permit". The left sidebar contains navigation links: Home, Incomplete Applications, Create, Reports, Error Log, and Log Out. The footer includes "2023 Timmons Group" and "About Contact Us".