

How To Verify If A GC And / Or A Sub Has Accepted Your Project


1. Log on to the Round Rock Permit Portal at (<https://permits.roundrocktexas.gov/portal>)
2. Go to the dashboard and ensure the “My Applications” tab is highlighted in blue.

Example Below:



3. To open your application, locate it in the table under the "My Applications" tab and click on the magnifying glass icon under the "Actions" box. *If you don't see the "Actions" box, look for a blue circle with a plus sign next to the permit number and click on it to find the magnifying glass.

Example Below:

App Number	Project Name	Type	Sub-Type	Status	Location	Date Created	Actions
P24-0004	jesparza@roundrocktexas.gov	Parade Permit		Fees Due	301 W BAGDAD AVE ROUND ROCK TX 78664	7/8/2024	

4. Scroll down to the Notes section on the application page to find the confirmation status of the GC and or Subs

Example Below:

Note	Note By
Electrical Contractor Confirmation	pladmin
General Contractor Confirmation	pladmin
Mechanical Contractor Confirmation	pladmin