

Building Inspection Division

1. Do I need a Certificate of Occupancy in my name or business name if I'm occupying a commercial location that is not a new build or did not undergo a remodel?
 - a. No, you do not need a certificate of occupancy in your name or business name to open your business.
2. Do I need an inspection by the city before opening my business?
 - a. You may want to contact the fire department at 512-218-5590 for their yearly occupancy inspection requirements. The Building Inspections Division does not conduct inspections unless you are remodeling the building or suite.
3. How do I obtain my Certificate of Occupancy for a remodel or new commercial project?
 - a. You must pass inspections in the following order for a certificate of occupancy to be issued.
 - i. HVAC, Plumbing, Electrical Finals
 - ii. Fire Final (must contact the fire department directly to schedule)
 - iii. Building Final
4. Do I need to post the Certificate of Occupancy on the wall?
 - a. No, you do not have to post your certificate of occupancy on the wall, but you are required to post an occupancy load. To obtain an occupancy load, please call our office at 512-218-5550 and ask for our Commercial Plans Examiner.
5. Do I get a Certificate of Occupancy for a new home construction?
 - a. No, the Building Inspections Division does not issue a certificate of occupancy for a new residential project. A "passing" final inspection authorizes home occupancy.
6. Do we need a gas test permit if the service has been turned off for 90 days or more?
 - a. Yes, an issued gas test permit must be obtained by a master plumber for gas service that has been turned off for 90 days or more.
7. Is a permit required to replace an HVAC or water heater, and can the homeowner do the work themselves?
 - a. An issued permit must be obtained to replace the HVAC or water heater.
 - b. If a contractor is doing the work, they must be master licensed.
 - c. A homeowner can replace the HVAC or water heater without being master licensed, but it must be their homestead. They cannot be renting out the home and doing the work for their renter.
8. Can homeowners remodel their home themselves without hiring a professional?
 - a. Yes, while most remodels require a permit, we encourage you to call our office at 512-218-5550 to discuss your project further.

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9. Do I need a permit to replace my fence?
 - a. A permit is not required; however, the fence is not allowed to be over 8 feet in height. Please call the City of Round Rock Code Enforcement office at 512-218-3329 if you have additional questions.

10. I am replacing / repairing my driveway; do I need a permit?
 - a. No, a permit is not required to replace or repair your driveway. Please call our office at 512-218-5550 if you plan to use any materials other than concrete.
 - b. If you are replacing or repairing the first 10 feet that extend from the street that belong to the city, please call the City of Round Rock Transportation Dept at 512-218-7044 to obtain a permit.

11. Do I need a permit if I am extending the curb on my driveway?
 - a. A street cut permit is required when any work will cut, break, or otherwise damage a public street in the City of Round Rock roadway is performed. Please call the City of Round Rock Transportation Dept at 512-218-7044 to obtain your permit.

12. Can the city come survey my property?
 - a. No, the city does not provide surveying services.

13. Can the city tell me where my property lines are?
 - a. No, but we do recommend you refer to your property survey.