

Applying for Permits – Using Online iWorkQ Application

As of April 15th, 2024, the town of Round Top will be implementing a new online permit application system. The new system is called iWorQ's. Users will be able to access the system 24x7x365 through a user's portal from the Town's Official Website. Users will be able to submit permit applications, view the status of a permit and look up permit histories online using the portal. Instructions on how to access and use the system are included below.

How to create a permit application - User Instructions:

1. Log into the Town of Round Top's Web Site - [Town Of Round Top Texas](#)
2. Choose Menu Item "INFORMATION" select "Permit Application Portal" from the dropdown list. This will open Round Top's new iWorQs application to submit permit applications required by the Town of Round Top.
3. The iWorQs user interface main screen will be displayed. From this screen you can search for a permit or submit a permit application. There are helpful instructions on the right side of the screen if needed. The data entry screens are intuitive and easy to follow.
4. From the main entry screen, you can choose:
 - Search Permits** - Use this link to search for Existing Permits
 - Building Permit Application** – (new construction, remodel, or repair other than normal or routine maintenance)
 - Sign Permit Application** – Permanent or Temporary signs.
 - Specific Use Permit Application** – used to request authorization for a special event and or register retail/food vendors for temporary occupation during a special or designated events approved by the Town Council.
 - View From the Map** - to find permit history and parcel information for a specific address or property number.
5. All required information must be entered before the application can be submitted. Fill in the blank fields, some fields are free text, and some have drop down selections. Plans and drawings (pictures, documents, property surveys) can be uploaded as needed and in some cases are required.
6. In the Project Description Box, specify the type of permit you are requesting and a line-item detail(s) of the scope of your project. There are application worksheets located in the instructions link that you can use to provide the information required for a specific type of permit. Choose the specific permit application template for the type of permit being

Applying for Permits – Using Online iWorkQ Application

applied for, add the required information, save the file on your PC, then upload the file on the last page of the permit application.

7. Once all information boxes have been filled in, click the **“Submit”** button at the bottom left of the screen to submit your application.
8. If there is a fee required for the permit, you will receive an emailed invoice for the amount owed. You will have to submit your payment by cash or check (no online payment is currently available but is being considered). To avoid unnecessary delays, once you have submitted a permit application and have received your permit number notification, please remember to mail or drop by your fee payment at the Town office. Permit application fees must be received before an application can be processed. Fees paid by check should be payable to “The Town of Round Top”, and mailed or dropped off at P.O. Box 215, 202 N Live Oak St, Round Top Tx 78954. Please include your permit number in the comments line of the check.
9. Your application will be assigned a permit number. You will be sent an email with your permit number. The building official will also be notified that a new application is ready for review. The building official will review, approve/deny, assign fees and give feedback if needed on your application. You will be notified by email as to the status of your permit application or if additional information is required. You will receive an official notification email as to the status of your application, or if additional information is required. You will also be able to track your permit status at any time by logging into IWorQ’s system and searching the system for your permit number.
- 10. Paper permit applications will no longer be accepted by town officials as of April 14th.**
11. If you need additional assistance, please call 979-249-5885 or my mobile 361-550-4731.

Wayne Tutt
Building Official/ Wastewater Manager
Office: 979-249-5885
Mobil: 361-550-4731