

HVAC Repair/Replacement Permit *Information Guide*

Current Adopted Codes:

- 2018 International Residential Code (with regional amendments)
- 2018 International Mechanical Code (with regional amendments)

Permit Application:

- Complete Building Permit Application.
- Mechanical contractor must register with the City and be listed on the permit application.

Plan Review/Permit Submittal:

Upload construction documents, items #1-2 digitally into MyGov:

Residential- Use Project Template: HVAC Repair/Replacement Permit (R)

Commercial - Use Project Template: Mechanical Work Permit (C)

1. Completed Building Permit Application.
2. **A combined set of construction plans containing the following information:**
 - HVAC specifications
 - HVAC plans (when applicable, typically commercial projects)
3. All plan review feedback will be available through the MyGov Portal.
4. No work may begin until the permit has been issued.
5. Approved plans (min. 11 X 17) must be onsite for the inspection.
6. Inspections can be requested via MyGov, by email at permits@roysecity.com or by calling 972-524-4710.
7. Inspection requests must be received by 4pm for next day inspection
8. Permit fee – Residential: \$75.00, Commercial: \$7.00 per every \$1,000.00 of value, \$100.00 minimum.

