



Development Services

305 N. Arch St.
PO Box 638
Royse City, TX 75189

Building New Single-Family Residence

Information Guide

Current Adopted Codes:

- 2018 International Building Code (with regional amendments)
- 2018 International Residential Code (with regional amendments)
- 2018 International Plumbing Code (with regional amendments)
- 2018 International Mechanical Code (with regional amendments)
- 2018 International Fire Code (with local and NCTCOG regional amendments)
- 2017 National Electrical Code
- 2015 International Energy Conservation Code mandated by State of Texas

Permit Application:

- Complete New Single-Family Residence Permit Application.
- Register all sub-contractors with the City and list them on the permit application. Provide an accurate email address for the person responsible for the project for each sub-contractor doing work on the project.
- Complete permit application packages are to be submitted in **three (3) complete sets**. **All plans must be on 11" x 17", one-sided paper ***. All documents are to be named as outlined below and saved on a thumb drive/CD and labeled as the applicable address. Electronic plans will no longer be accepted unless specifically requested from the City. Documents should be sorted in the **construction order sequence**, stapled and include the following:
 - Building permit application
 - Cover page to include the address, lot and block number, builder information, vicinity map, code years and drawing index
 - Site/Plot plan
 - Foundation letter from a Texas registered engineer
 - Floor plans
 - Foundation plans paper stamped by a Texas registered engineer
 - Shear wall plans stamped by a Texas registered engineer
 - Framing plans and foundation thru roof, stamped by a Texas registered engineer
 - Mechanical, Electrical and Plumbing plans, including contractor information with state license number.
 - Mechanical - provide size and location of units, size and location of ducts, R value of ducts, bathroom exhaust fans
 - Electrical: outlets, switches, lights, carbon monoxide detectors, smoke detectors and service sites
 - Plumbing - provide DWV, Water, Gas. Indicate size and location of piping and include plumbing sizing schedule
 - Irrigation plans system layout, including:
 - Design must have stamp from license irrigator, registered with the State of Texas

- Plans must show zones used, design pressure, GPM per zone, pipe sizing, location of rain freeze sensor, location of controller, location of required drip irrigation and valve locations
- If system is installed on a corner lot, City Ordinance requires fences to have a minimum 7- foot setback.
- Energy Code plan review (3rd party certified)

- All plans will be reviewed by the Building Inspector.
- Plan review will take up to 10 business days. All feedback will be provided to the contact name listed on the permit application.
- Once Permit is approved, the contact for the project will be notified by the Development Services Department. Payment for the permit can be made when the permit is picked-up from City Hall.
- ***No work may begin until the permit has been issued.***

A building permit will not be accepted if the application is not properly submitted.

*** This form must be completed and turned in with your complete permit package. ***

Signature: _____

Date: _____



SINGLE FAMILY RESIDENTIAL PERMIT APPLICATION

Development Services
305 N. Arch St.
Royse City, TX 75189
Phone: (972) 524-4832/4823

Property Information:

Permit #:	<input type="text" value="Development Services Use Only"/>	Valuation: \$	<input type="text"/>
Project Address:	<input type="text"/>	Subdivision and Phase:	<input type="text"/>
Scope of Work:	<input type="text"/>	Lot:	<input type="text"/>
		Block:	<input type="text"/>

Area Sq Ft Total Sq. Ft.: _____ # of Stories: _____ Living: _____ Garage: _____ Covered Porch: _____

Utilities: ATMOS FEC Oncor County: _____

Owner Information:

Name:	<input type="text"/>	Contact Person:	<input type="text"/>
Email Address:	<input type="text"/>	Phone #:	<input type="text"/>
Physical Address: (if different from above)	<input type="text"/>		

Contractor Type	Contractor Name	Contact Person	Phone #	Email Address
General –	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mechanical –	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Electrical –	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Plumbing –	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Irrigator –	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

All Permit Applications must include **all items, as applicable, on the attached Guidelines**. **Submittals that do not follow the Guidelines will not be accepted. Plan Review can take 10-14 days.**

A permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced. **All permits require final inspection. A certificate of occupancy must be issued before any building is occupied.**

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 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.

Signature of Applicant: Date: