



Building Accessory Structure Permit
Information Guide

Current Adopted Codes

2018 International Building Code (with regional amendments)

Do I need a permit for a shed?

- You need to obtain a permit for any storage building or accessory structure that is 120 sq. ft. or more.
If the structure is less than 120 sq. ft. a permit is not required.

Ordinance Guidelines:

- Front Yard - Detached accessory buildings shall not be located in the area defined as the front or street yard.
Rear Yard - There shall be a rear yard setback not less than five (5) feet from any lot line, alley line, or easement line.
Side Yard - No detached residential garage or carport shall be erected or placed within eight (8) feet from any side lot line.
No accessory building shall be erected within ten (10) feet of any other building, except detached residential garages may be located within five (5) feet of the main dwelling.
Area/size allowed: The maximum allowable area for any accessory building or accumulative total floor area is identified in the chart below.

Table with 3 columns: Greater Than, Maximum Lot Area, Maximum Square Feet of Accessory. Rows show lot area thresholds and corresponding maximum square feet for accessory buildings.

2.01 acre	+	1,080 sq. ft.
-----------	---	---------------

(Ordinance 12-03-884 adopted 3/13/12)

These guidelines can be found in the Royse City Code of Ordinances, Chapter 14, Section 6-3 Accessory Building Regulations.

Permit Application:

- Complete a Building Accessory Structure Permit Application including the following information fields:
 - Accurate project address
 - Valuation Field – total cost of project
 - Total Square Footage
 - Project Description – scope of work to be performed
 - Owner information
- **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.
- Sign Application and send to the City via one of the following methods:
 - Email to Building Dept. at permits@roysecity.com
 - Deliver to Building Dept. at City Hall – 305 N. Arch St., Royse City, TX 75189
 - Or online via MyGov
- Incomplete permits will be rejected and sent back to the contact listed on the application.
- 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 Building 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.**

Inspections:

- Once permit is issued, inspections can be requested via MyGov or by calling 972-524-4832/4823
- Inspection requests must be received by 4pm for next day inspection

Typical inspections include as needed:

- | | | |
|--------------------------|-----------------------|--------------------|
| • Electrical Underground | • Building Framing | • Building Final |
| • Plumbing Rough-In | • Building Sheathing | • Electrical Final |
| • Plumbing Sewer | • Electrical Rough-In | • Mechanical Final |
| • Plumbing Underground | • Mechanical Rough-In | • Plumbing Final |
| • Building Foundation | • Plumbing Top-Out | |



BUILDING ACCESSORY STRUCTURE 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"/>	Total Sq. Ft.	<input type="text"/>
Project Description:	<input type="text"/>		
Project Type:	Commercial <input type="checkbox"/>	Residential	<input type="checkbox"/>

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

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"/>

- All Permit Applications must include **2 complete sets of construction plans from a design professional, including the following documents.**
 - Site Plan – showing property lines, any utility easements, existing structures, proposed location and setbacks
 - If pouring a foundation for the structure – a Foundation Letter from an Engineer licensed by the State of Texas
 - Materials List
 - If site-built structure - a detailed plan will be required
 - If plumbing, electrical or mechanical are installed – a detailed plan will be required
- **Inspections can be scheduled via MyGov or by calling (972) 524-4832/4823.**

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: