



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

Building Addition Permit

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 a Building Addition 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
 - Online via MyGov
- All Permit Applications must include **Three (3) complete sets of construction plans from a design professional as follows:**
 - Site Plan showing location of addition and setback off of property lines
 - Site Plan showing all existing structures on property
 - Foundation Letter - from a Texas registered engineer
 - Energy Compliance Report
 - Floor Plan
 - Foundation Plan – Stamped by a Texas registered engineer
 - Shear Wall Plan – Stamped by a Texas registered engineer
 - Plan showing any electrical, plumbing and mechanical work to be done
- 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.**

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 T-Pole
- Plumbing Underground
- Plumbing Sewer
- Form Survey
- Plumbing Rough-In
- Electrical Slab Ground
- Building Foundation
- Flatwork
- Building Framing
- Building Sheathing
- Drywall
- Electrical Rough-In
- Mechanical Rough-In
- Plumbing Gas
- Plumbing Top-Out
- Electrical Meter Release
- Building Carbon Monoxide Detector
- Building Final
- Grade Survey
- Electrical Final
- Mechanical Final
- Plumbing Final
- Building Energy Final
- Irrigation Final
- Plumbing Backflow
- Certificate of Occupancy



BUILDING ADDITION PERMIT APPLICATION

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

Property Information:	
Permit #:	Development Services Use Only
Project Address:	Valuation: \$
Project Description:	Total Sq. Ft.
Project Type:	Commercial <input type="checkbox"/> Residential <input type="checkbox"/>

Owner Information:	
Name:	Contact Person:
Email Address:	Phone #:
Physical Address (if different from above):	

Contractor Type	Contractor Name	Contact Person	Phone #	Email Address
General –				
Mechanical –				
Electrical –				
Plumbing –				

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 - Site Plan showing all existing structures on property
 - Shear Wall Plan – stamped by a Texas registered Engineer
 - Foundation Letter - from a Texas registered Engineer
 - Plan showing any electrical, plumbing and mechanical work to be done
 - Energy Report meeting the 2015 IECC
 - Floor Plan
- 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: