



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

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## **Building Remodel 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 Remodel 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.
- All Permit Applications must include **Three (3) complete sets of construction plans from a design professional as follows:**
  - Site Plan showing location of addition or changes
  - Energy Compliance Report
  - Floor Plan showing before and after construction
  - Plan showing any changes to electrical, plumbing and mechanical systems
- Sign Application and send to the City via one of the following methods:
  - Email to Building Dept. [permits@roysecity.com](mailto:permits@roysecity.com)
  - Deliver to Building Dept. at City Hall – 305 N. Arch St., Royse City, TX 75189
  - Online via MyGov
- All plans will be reviewed by the Building Inspector and any other departments within the City as needed.
- 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 T-Pole
- Electrical Underground
- Plumbing Gas Underground
- Plumbing Rough-In
- Plumbing Sewer
- Plumbing Underground
- Building Foundation
- Electrical Slab Ground
- Building Framing
- Building Sheathing
- Drywall
- Electrical Rough-In
- Mechanical Rough-In
- Plumbing Gas
- Plumbing Top-Out
- Plumbing Gas Meter Release
- Electrical Meter Release
- Building Carbon Monoxide Detector
- Building Final
- Electrical Final
- Mechanical Final
- Plumbing Final
- Building Energy Final
- Plumbing Backflow
- Fire Final
- Certificate of Occupancy



# BUILDING REMODEL PERMIT APPLICATION

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

<b>Property Information:</b>			
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:	<input type="checkbox"/> Commercial <span style="margin-left: 200px;"><input type="checkbox"/> Residential</span>		

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

All Permit Applications must include **Three (3) complete sets of construction plans from a design professional as follows:**

- Site Plan showing location of addition or changes
- Energy Report meeting the 2015 IECC
- Floor Plan showing before and after construction
- Plan showing any changes to electrical, plumbing and mechanical systems

**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: