



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

---

## **Flatwork (Concrete) Permit**

### *Information Guide*

#### **Permit Application:**

- Complete Flatwork Permit Application including the following information fields:
  - Accurate project address
  - Valuation Field – total cost of the project
  - Project Description
  - Owner information
- Flatwork contractor must register with the City and be listed on the permit application.
- Application must include two (2) sets of the following:
  - Site Plan showing property lines and set back of flatwork to be added
  - Specifications of rebar size and spacing to be used
  - Specifications of thickness to be poured
  - Sign application and mail or deliver to the Building Department at City Hall – 305 N. Arch St., Royse City, TX 75189
- **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
- All new concrete must be doweled if adjoining existing concrete
- Expansion joints are required
- 1 ½ inch of cushion sand is required under concrete
- City sidewalks are to be a minimum of .05% and a maximum 2% grade above existing curb
- Chairs are required under rebar at time of inspection
- Dowels need to be double tied
- ***Inspection is done prior to pouring concrete***

#### **Typical inspections include as needed:**

- Flatwork Inspection



# FLATWORK 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: <input type="text"/> <small>(if different from above)</small>	

<b>Contractor Type</b>	<b>Contractor Name</b>	<b>Contact Person</b>	<b>Phone #</b>	<b>Email Address</b>
General –	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- Application must include two (2) sets of the following:
  - Site Plan showing property lines and set back of flatwork to be added
  - Specifications of rebar size and spacing to be used
  - Specifications of thickness to be poured
- All new concrete must be doweled if adjoining existing concrete
- Expansion joints are required
- 1 ½ inch of cushion sand is required under concrete
- City sidewalks are to be a maximum 2% grade above existing curb
- Chairs are required under rebar at time of inspection
- **Inspection is done prior to pouring concrete**

**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: \_\_\_\_\_