

Foundation Repair Permit *Information Guide*

Current Adopted Codes:

2018 International Residential Code (with regional amendments)

Permit Application:

- Complete Building Permit Application.
- Register with the City. Provide an accurate email address for the person responsible for the project.

Plan Review/Permit Submittal:

Upload construction documents, items #1-3 digitally into MyGov:

Residential- Use Project Template: Foundation Repair (R)

Commercial- Use Project Template: Foundation Repair (C)

1. Completed Building Permit Application.
2. Foundation Report showing existing conditions.
3. Letter from Engineer stating process to be used for correction
4. **All plan review feedback will be available through the MyGov Portal.**
5. No work may begin until the permit has been issued.
6. Inspections can be requested via MyGov, by email at permits@roysecity.com or by calling 972-524-4710.
7. Approved plans (min. 11 X 17) must be onsite for the inspection.
8. Permit fee- Residential \$75.00, Commercial \$7/every \$1,000 of valuation or \$100 minimum

