



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

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## Foundation Repair Permit

### *Information Guide*

#### **Current Adopted Codes:**

2018 International Residential Code (with regional amendments)

#### **Permit Application:**

- Complete Foundation Repair Permit Application including the following information fields:
  - Accurate project address
  - Valuation Field – total cost of the project
  - Project Description – scope of work to be completed
  - Owner information
- Foundation contractor must register with the City and be listed on the permit application
- Two (2) sets of the following documents must accompany the application:
  - Foundation Report showing existing conditions
  - Letter from Engineer stating process to be used for correction
- Sign Application and send to the city via one of the following methods:
  - Email to Building Dept. at [permits@roysecity.com](mailto:permits@roysecity.com)
  - Deliver to Building Dept. at City Hall – 305 N. Arch St., Royse City, TX 75189
  - On line via MyGov
- **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.
- ***Copy of final foundation report showing corrections made to be available on job site.***

#### **Typical inspections include as applicable:**

- Foundation Repair Final Inspection



# FOUNDATION REPAIR PERMIT APPLICATION

Building Department  
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"/>		
Project Description:	<input type="text"/>		
Project Type:	<input type="checkbox"/> Commercial <span style="margin-left: 200px;"><input type="checkbox"/> Residential</span>		

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

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

- Two (2) sets of the following documents must accompany the application:
  - Foundation Report showing existing conditions
  - Letter from Engineer stating process to be used for correction
- Copy of final foundation report showing corrections made to be available on job site

**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: