



Building Department

305 N. Arch St.

PO Box 638

Royse City, TX 75189

New Commercial Tenant Finish Out 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 Commercial Tenant Fit-Out 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 **4 complete sets of architectural and civil construction plans stamped by a professional that is licensed by the State of Texas** along with an electronic copy of those same plans by email to one of the email addresses above or by media stick.
- 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
 - Or online via MyGov
- All plans will be reviewed by all applicable City departments – Planning, Building, Fire, Health.
- Plan review will take 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 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
Electrical Slab Ground
Building Framing
Building Sheathing
Drywall
Electrical Rough-In
Mechanical Rough-In
Plumbing Gas
Plumbing Top-Out
Above Ceiling Mechanical
Above Ceiling Electrical
Electrical Meter Release
Plumbing Gas Meter Release
Building Final
Electrical Final
Mechanical Final
Irrigation Final
Building Energy Final
Fire Final
Health Final
Zoning Final
Plumbing Backflow
Public Works Final
Certificate of Occupancy



NEW COMMERCIAL TENANT FINISH OUT 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"/>	Subdivision:	<input type="text"/>
Scope of Work:	<input type="text"/>	Lot: <input type="text"/>	Block: <input type="text"/> Total Sq. Ft. <input type="text"/>

Owner Information:	
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>	

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"/>
Irrigator –	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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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: