



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

Mechanical 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 Mechanical Permit Application including the following information fields:
 - Accurate project address
 - Valuation Field – total cost of the project
 - Project Description – scope of work to be performed
 - Owner information
- Mechanical contractor must register with the City and be listed on the permit application
- 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
 - Request online via MyGov
- Include specifications of mechanical work with permit application
- **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 applicable:

- Mechanical Change Out
- Mechanical Rough-In
- Mechanical Final



MECHANICAL 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 | | <input type="checkbox"/> Residential |

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 |
|-----------------|----------------------|----------------------|----------------------|----------------------|
| Mechanical – | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

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: