Development Services
305 N. Arch St.
PO Box 638
Royse City, TX 75189

Building Remodel Permit

Information Guide

2009 International Building Code (with regional amendments)
2009 International Residential Code (with regional amendments)
2009 International Plumbing Code (with regional amendments)
2009 International Mechanical Code (with regional amendments)
2018 International Fire Code (with local and NCTCOG regional amendments)
2011 National Electrical Code
2015 International Energy Conservation Code mandated by State of Texas

Permit Application:

- Complete a Building Remodel 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 ***Three (3) complete sets of construction plans from a design professional as follows:***
  - Site Plan showing location of addition or changes
  - Energy Compliance Report
  - Floor Plan showing before and after construction
  - Plan showing any changes to electrical, plumbing and mechanical systems

- Sign Application and send to the City via one of the following methods:
  - Email to Development Services Dept. (jmiller@roysecity.com or dpatella@roysecity.com)
  - Deliver to Development Services at City Hall – 305 N. Arch St., Royse City, TX 75189
  - Online via MyGov

- All plans will be reviewed by the Building Inspector and any other departments within the City as needed.

- Plan review will take up to 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 the Development Services 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.**

Permit Costs:

- $7 per every $1,000 in value OR a minimum of $75, whichever is greater.

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
Building Foundation
Electrical Slab Ground
Building Framing
Building Sheathing
Drywall
Electrical Rough-In
Mechanical Rough-In
Plumbing Gas
Plumbing Top-Out
Plumbing Gas Meter Release
Electrical Meter Release
Building Carbon Monoxide Detector
Building Final
Electrical Final
Mechanical Final
Plumbing Final
Building Energy Final
Plumbing Backflow
Fire Final
Certificate of Occupancy

BUILDING REMODEL PERMIT APPLICATION

Development Services
305 N. Arch St.
Royse City, TX 75189
Phone: (972) 524-4832/4823

Property Information:

Permit #: Development Services Use Only

Valuation: $

Project Address:

Total Sq. Ft.

Project Description:

Owner Information:

Name:

Contact Person:

Email Address:

Phone #:

Physical Address:
(if different from above)

Contractor Type	*Contractor Name*	*Contact Person*	*Phone #*	*Email Address*
General –				
Mechanical –				
Electrical –				
Plumbing –				

- All Permit Applications must include ***Three (3) complete sets of construction plans from a design professional as follows:***
  - Site Plan showing location of addition or changes
  - Energy Compliance Report
  - Floor Plan showing before and after construction
  - Plan showing any changes to electrical, plumbing and mechanical systems

Permit fee is $7 per every $1,000 of cost or a minimum of $75.00 - 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: