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

Building Accessory Structure Permit

Information Guide

Do I need a permit for a shed?

You need to obtain a permit for any storage building or accessory structure that is 120 sq. ft. or more. If the structure is less than 120 sq. ft. you do not need a permit.

Ordinance Guidelines – Section 6-3 Accessory Building Regulations:

B. ***Front Yard*** **–** Detached accessory buildings shall not be located in the area defined as the front or street yard.
Rear yard **–** There shall be a rear yard setback not less than five (5) feet from any lot line, alley line, or easement line. Garages or other accessory buildings located within the rear portion of a lot, as heretofore described, shall not be located closer than fifteen (15) feet to the main building nor nearer than five (5) feet to any side lot line.
Side Yard **–** No detached residential garage or carport shall be erected or placed within eight (8) fees from any side lot line. No other accessory buildings shall be erected or placed within five (5) feet of any side lot line or easement.
No accessory building shall be erected within ten (10) feet of any other building, except detached residential garages may be located within five (5) feet of the main dwelling.

D. AREA/SIZE ALLOWED

The maximum allowable area for any accessory building or accumulative total floor area is identified in the chart below. There shall be no more than two buildings per lot, the total of buildings being not larger than 25% of the required rear yard of the lot. A primary residence is not included in the two building per lot total. Except that, the maximum allowable area or accumulative total floor area for any accessory building, located in an "A" - Agricultural District, may be greater than one thousand eighty square feet (1,080 sq. ft.) provided that the area of the accessory building is not greater than the primary structure on the lot.

Greater Than	Maximum Lot Area	Maximum Square Feet of Accessory
0.20 acre	0.25 acre	220 sq. ft.
0.26 acre	0.50 acre	320 sq. ft.
0.51 acre	0.75 acre	440 sq. ft.
0.76 acre	1.00 acre	540 sq. ft.
1.01 acre	1.25 acre	660 sq. ft.
1.26 acre	1.50 acre	760 sq. ft.
1.51 acre	1.75 acre	880 sq. ft.

1.76 acre	2.00 acre	960 sq. ft.
2.01 acre	+	1,080 sq. ft.

(Ordinance 12-03-884 adopted 3/13/12)

Permit Application:

- Complete a Building Accessory Structure 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 ***2 complete sets of construction plans from a design professional, including the following documents:***

  - Site Plan – showing property lines, any utility easements, existing structures, proposed location and setbacks
  - If pouring a foundation for the structure – a Foundation Letter from an Engineer licensed by the State of Texas
  - Materials List
  - If site-built structure - a detailed plan will be required
  - If plumbing, electrical or mechanical are installed – a detailed plan will be required

- Sign Application and send to the City via one of the following methods:
  - Email to Development Services Dept. at *permits@roysecity.com*
  - Deliver to Development Services at City Hall – 305 N. Arch St., Royse City, TX 75189
  - Or online via MyGov

- 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 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 Cost –

- $7.00 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:

Inspections Continued

Electrical Underground
Plumbing Rough-In
Plumbing Sewer
Plumbing Underground
Building Foundation
Building Framing
Building Sheathing
Electrical Rough-In
Mechanical Rough-In
Plumbing Top-Out
Building Final
Electrical Final
Mechanical Final
Plumbing Final

BUILDING ACCESSORY STRUCTURE 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 –				

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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: _____