



**Development Services**

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

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**Fence Permit**  
*Information Guide*

**Criteria:**

If you are replacing a fence in the exact same location and type, you do not need a permit. Replacement fences must meet the current ordinance requirements. If you are adding a fence or making any changes in location, type or height - you need a permit.

**Fence Ordinance – Refer to Section 6-9 Fencing Regulations:**

Any new fences must be erected with 2-3/8 (two and three-eighths) inch diameter galvanized steel pipe of a minimum .095 gauge, set a minimum of 2 (two) feet deep in the ground set in wet poured concrete at a maximum spacing of 8 (eight) feet, used for support of permitted fences in all zoning unless otherwise required by specific Sections. (Ordinance 06-12-543, sec. 2, adopted 12/12/06).

In residentially zoned districts, fences, walls and outdoor area enclosure structures may be erected if in accordance with the following regulations:

1. Privacy/security enclosures.
  - (a) Privacy/security enclosures may be fences or walls,
  - (b) Maximum height shall not exceed **EIGHT** feet from grade,
  - (c) May be erected upon the rear lot line of any lot.
  - (d) May be erected upon the side lot lines of any interior lot in accordance with the required front yard setback.
  - (e) Privacy/security enclosures may be erected no closer than **SEVEN** feet of side property line of corner lots, provided the corner lot does not back up to a key lot.
  - (f) Privacy/security enclosures may be erected no closer than 15 feet from a side property line of corner lots backing up to key lots.

## **Permit Application:**

- Complete Fence Permit Application including the following information fields:
  - Accurate project address
  - Valuation Field – total cost of the project
  - Project Description
  - Owner information
- Fence contractor must register with the City and be listed on the permit application.
- All Permit Applications must include **Two (2) complete sets of plans as follows:**
  - Site Plan – showing location of fence and setbacks
  - Copy of Lot Survey showing property lines
  - Materials list and photos
- Sign Application and send to the City via one of the following methods:
  - Email to Development Services Dept. at [permits@roysecity.com](mailto:permits@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.
- 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 Cost - \$50.00**

## **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:

Fence Final



# FENCE PERMIT APPLICATION

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

<b>Property Information:</b>				
Permit #:	Development Services Use Only		Valuation: \$	
Project Address:		Zoning: Residential:	Commercial:	
Fence Type:	Decorative:	Security/Privacy:	Animal Holding Area:	
Material:	Wood:	Chain link:	Wrought Iron:	Other: _____

<b>Owner Information:</b>	
Name:	Contact Person:
Email Address:	Phone #:
Physical Address <small>(if different from above):</small>	

<b>Contractor Type</b>	<b>Contractor Name</b>	<b>Contact Person</b>	<b>Phone #</b>	<b>Email Address</b>
Fence –				
General –				

- All Permit Applications must include **Two (2) complete sets of plans as follows:**
  - Site Plan – showing location of fence and setbacks
  - Copy of Lot Survey showing property lines
  - Materials list and photos

**Permit cost is \$50.00 - 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: \_\_\_\_\_