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

HVAC Repair/Replacement Permit

Information Guide

Permit Application:

- Complete HVAC 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 Development Services Dept. *permits@roysecity.com*
  - Deliver to Development Services at City Hall – 305 N. Arch St., Royse City, TX 75189
  - Online via MyGov

- Permits for installation of an air conditioning/heating system can be issued over the counter at the Development Services Department

- **No work may begin until the permit has been issued**

Permit Cost - $75.00

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
- Line sets require locking caps
- Gas units require drip legs
- Verify pan and condensate drains are supported at a minimum of every 6 feet and at the unit
- Gas units verify collar is resealed upon changeout

Typical inspections include as applicable:

Mechanical Final

HVAC REPAIR/REPLACE 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:

Description of Work:

Owner Information:

Name:

Contact Person:

Email Address:

Phone #:

Physical Address (if different from above):

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

- Permits for installation of an air conditioning/heating system can be issued over the counter at the Development Services Department

Permit cost is $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: