



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

---

## Promotional Sign Permit *Information Guide*

### **Sign Ordinance – Refer to Article 3.08 SIGNS**

*Promotional Signs refer to flag signs and banners (allowed three (3) two-week periods per year) and inflatable signs (allowed for one (1) two-week period of time every 6 months.)*

### **Permit Application:**

- Complete the Promotional Sign Permit Application including the following information fields:
  - Accurate project address
  - Valuation Field – total cost of the project
  - Project Description – what and where
  - Owner information
- Sign 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 size and location of sign, property lines and setbacks
  - Total square footage of sign
  - 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 - \$100.00**

### **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 – Sign Final



# PROMOTIONAL SIGN 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:      |                               |
| Project Description:  | Total Sq.Ft. of Sign:         |

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

| Contractor Type | Contractor Name | Contact Person | Phone # | Email Address |
|-----------------|-----------------|----------------|---------|---------------|
| Signage –       |                 |                |         |               |

**Sign Ordinance – Refer to Article 3.08 SIGNS**

*Promotional Signs refer to flag signs and banners (allowed three (3) two-week periods per year and inflatable signs (allowed for one (1) two-week period of time every 6 months).*

- All Permit Applications must include **Two (2) complete sets of plans as follows:**
  - Site Plan – showing size and location of sign, property lines and setbacks
  - Total square footage of sign
  - Materials list and photos

**Permit cost is \$100.00 - 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: