



## Development Services

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

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# Building Commercial Tenant Fit-Out Permit

## Information Guide

### Current Adopted Codes

- 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 Commercial Tenant Fit-Out 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 **4 complete sets of architectural and civil construction plans stamped by a professional that is licensed by the State of Texas** along with an electronic copy of those same plans by email to one of the email addresses above or by media stick.
- 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
  - Or online via MyGov
- All plans will be reviewed by all applicable City departments – Planning, Building, Fire, Health.
- 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 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  
 Electrical Slab Ground  
 Building Framing  
 Building Sheathing  
 Drywall  
 Electrical Rough-In  
 Mechanical Rough-In  
 Plumbing Gas  
 Plumbing Top-Out  
 Above Ceiling Mechanical  
 Above Ceiling Electrical  
 Electrical Meter Release  
 Plumbing Gas Meter Release  
 Building Final  
 Electrical Final  
 Mechanical Final  
 Irrigation Final  
 Building Energy Final  
 Fire Final  
 Health Final  
 Zoning Final  
 Plumbing Backflow  
 Public Works Final  
 Certificate of Occupancy



# BUILDING COMMERCIAL TENANT FIT OUT 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:		Subdivision:	
Scope of Work:		Lot:	Block: Total Sq. Ft.

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

<b>Contractor Type</b>	<b>Contractor Name</b>	<b>Contact Person</b>	<b>Phone #</b>	<b>Email Address</b>
General –				
Mechanical –				
Electrical –				
Plumbing –				
Irrigator –				

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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: \_\_\_\_\_