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

Certificate of Occupancy Permit

Information Guide

Purpose:

Permit and inspection required when there is a new business or a change in business type or ownership at a property location.

It shall be unlawful to use or occupy or permit the use of occupancy of any building or premises created, erected, changed, converted or altered or enlarged in this use of structure until a Certificate of Occupancy shall have been issued by the administrative official.

Permit Application:

Complete a Certificate of Occupancy Permit Application including the following information fields:

- Accurate project address
- Zoning of the property
- Use of the property
- Total square footage of the property
- Type of business
- Owner information – owner of the property
- Tenant information
- Check all boxes that apply for the storage, sale or use of the listed materials – or check the NONE OF THE BELOW box

- Complete Royse City Fire Department Certificate of Occupancy Pre-Inspection Check sheet/Common Violations worksheet

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

Permit Cost - $125.00

Inspections:

- Once permit is issued, inspections by the Building Inspector and the Deputy Fire Marshall will be scheduled by Development Services.
- Electric and/or Gas meter release(s) can be requested if needed

CERTIFICATE OF OCCUPANCY PERMIT APPLICATION

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

Property Information

Permit #: Development Services Use Only

Zoning:

Property Address:

Subdivision:

Property Use:

Lot:

Block:

Total Occupancy of Building:

Total SqFt

Type of Business:

Type of Construction:

Owner Information:

Name:

Contact Person:

Email Address:

Phone #:

Physical Address:
(if different from above)

Tenant Information:

Name:

Contact Person:

Email Address:

Phone #:

Physical Address:
(if different from above)

Does your business involve the storage, sale or use of the following: (Check all that apply) OR Check this box NONE OF THE BELOW: ☐

Painting with flammables ☐	Dry Cleaning Solvents ☐	Flammable/Combustible liquids (10 gal. or more) ☐	Alcohol ☐
Combustible Fibers ☐	Dust producing process ☐	Floor drains in building ☐	Smoking ☐
Cellulose Nitrate Film ☐	Explosives/Ammunition ☐	Food and/or beverage processing, storage or sales ☐	Fireworks ☐
Compressed Gas ☐	Recycling Waste ☐	Food products ☐	
Liquid Propane Gas ☐	Magnesium ☐	High piled stock (over 12') ☐	
Vehicle Repair Garage ☐	Vehicles in Building ☐	Poisonous or hazardous chemicals/acids ☐	
Welding or Cutting ☐	Woodworking ☐	X-ray Development ☐	

**** Provide chemical data sheets to the Building Inspection Department listing the maximum quantity of all hazardous materials****
List any material discharged into the draining system, ground, or atmosphere:

It shall be unlawful to use or occupy or permit the use of occupancy of any building or premises created, erected, changed, converted or altered or enlarged in this use or structure until a Certificate of Occupancy shall have been issued by the administrative official. 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.

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: _____

Royse City Fire Department

CERTIFICATE OF OCCUPANCY PRE-INSPECTION CHECKSHEET/COMMON VIOLATIONS

IN ORDER TO COMPLY WITH THE CITY OF ROYSE CITY ADOPTED ORDINANCES AND CODES, PLEASE FOLLOW THE DIRECTIONS BELOW:

1. Walk through the business with this form, and answer all questions listed below.
2. When the inspection is complete and all violations have been corrected contact the **Royse City Fire Department** to schedule your inspection.

The Fire Department can be contacted at (972) 524-4820.

1. Is your address visible on the outside of the building with contrasting background and numbers at least 12 inches in height?	YES	NO	N/A	10. Are electrical/mechanical rooms free of combustible storage?	YES	NO	N/A
	If NO, date corrected				*If NO, date corrected*		
2. Is your address or suite number visible on the rear of the building in at least 4 inch tall numbers?	YES	NO	N/A	11. Is the fire lane clearly marked with red paint and fire lane wording legible?	YES	NO	N/A
	If NO, date corrected				*If NO, date corrected*		
3. Is your Gas and Electrical meter labeled with your suite number or address?	YES	NO	N/A	12. Do you have a fire extinguisher(s) in your business? The minimum required is a 3A40BC (refer to label on extinguisher).	YES	NO	N/A
	If NO, date corrected				*If NO, date corrected*		
4. Are all electrical breaker panels accessible and labeled? (Disconnects at the meter need to be labeled as "Main Electrical Disconnect")	YES	NO	N/A	13. Have all extinguisher(s) been inspected, tagged or serviced within the last year. (New extinguishers may have receipt attached in lieu of tag.)	YES	NO	N/A
	If NO, date corrected				*If NO, date corrected*		
5. Are empty slots in electrical panel filled with approved blanks?	YES	NO	N/A	14. Is the maximum travel distance to the fire extinguisher 75' or less?	YES	NO	N/A
	If NO, date corrected				*If NO, date corrected*		
6. Is the cover on the electrical panel and face plates installed on all electrical outlets, switches and junction boxes?	YES	NO	N/A	15. Are fire extinguisher(s) visible and readily accessible for use (not blocked by storage, etc.)?	YES	NO	N/A
	If NO, date corrected				*If NO, date corrected*		
7. Extension cords cannot be used as permanent wiring. Do you have all electrical devices plugged into receptacles or a single UL approved power strip?	YES	NO	N/A	16. Is a fire extinguisher mounted or secured on a wall (preferably near an exit) so that the top of the extinguisher is not more than 5 ft. above the floor?	YES	NO	N/A
	If NO, date corrected				*If NO, date corrected*		
8. Does the electrical system appear to be in good working order?	YES	NO	N/A	17. Are required exit path(s) and door(s) unblocked?	YES	NO	N/A
	If NO, date corrected				*If NO, date corrected*		
9. If electrical panel or electrical equipment is located in a room, is the room labeled as "Electrical Room"?	YES	NO	N/A	18. Does the main entry door to the business have a thumb latch lock on the interior side of the door? (Required signage attached that reads: "This door to remain unlocked when building is occupied")	YES	NO	N/A
	If NO, date corrected				*If NO, date corrected*		

Buildings with fire sprinkler systems

19. Is Fire Department Connection (FDC) unobstructed and cap(s) in place?	YES	NO	N/A	21. Is fire alarm system currently tagged acceptable with a blue inspection tag? (Inspected with in the last year?)	YES	NO	N/A
	If NO, date corrected				*If NO, date corrected*		
20. Is fire sprinkler system currently tagged acceptable with a blue inspection tag? (Inspected with in the last year?)	YES	NO	N/A	22. Is fire riser room equipped with an operational heater, operational emergency lighting and is the door labeled?	YES	NO	N/A
	If NO, date corrected				*If NO, date corrected*		

Items that may not be required in all occupancies

23. Are exit signs illuminated and work on emergency power or on battery backup?	YES	NO	N/A	27. Has kitchen hood suppression system been inspected in the past 6 months and hood cleaned quarterly?	YES	NO	N/A
	If NO, date corrected				*If NO, date corrected*		
24. Does **interior** emergency lighting work when tested? (test button located by LED light on side or bottom)	YES	NO	N/A	28. Are exit doors used in pairs free of surface or flush mounted bolts? (surface and flush mounted bolts are not to be used in exit doors.)	YES	NO	N/A
	If NO, date corrected				*If NO, date corrected*		
25. Does **exterior** emergency lighting above exit doors work when tested? (test button located by LED light on side or bottom)	YES	NO	N/A	29. Are fire rated door(s) self-closing and self-latching?	YES	NO	N/A
	If NO, date corrected				*If NO, date corrected*		
26. Is maximum occupancy sign posted? (Assembly occupancies of 50 or more)	YES	NO	N/A	30. Are penetrations in fire rated walls sealed?	YES	NO	N/A
	If NO, date corrected				*If NO, date corrected*		

****** Two copies of door entry keys will need to be given to Inspector on day of inspection.******
****** These keys will be secured in the required Knox Boxes located on your building.******

During your self-paced inspection of your business if you have any questions please contact the Royse City Fire Department at (972) 524-4820.
Our staff will be glad to help you.