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

Roof Permit

Information Guide

Permit Application:

- Complete Roof Permit Application including the following information fields:
  - Accurate project address
  - Valuation Field – total cost of the project
  - Project Description - scope of work to be completed
  - Owner information

- Roofing 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. at *permits@roysecity.com*
  - Deliver to Development Services at City Hall – 305 N. Arch St., Royse City, TX 75189
  - Or on-line via MyGov

- Permits for roof replacement/installation can be issued over the counter at the Development Services Department

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

Permit Cost –

- **$50.00 – Residential**
- **$7 for every $1,000 valuation or a $75 minimum - Commercial**

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
- If property has Gas, an attic inspection will be required

Typical inspections include:

Roof Final

ROOF
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*
Roofing -				
General –				

- Permits for roof replacement/installation can be issued over the counter at the Development Services Department
- A final Inspection is required - if property has gas, an attic inspection will be required and homeowner must be able to provide entry.

Permit cost is $50.00 - Residential or $7 for every $1,000 valuation or minimum of $75 - Commercial

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: