



Development Services

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

Building New Single-Family Residence

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 New Single-Family Residence Permit Application including the following information fields:
 - Accurate project address - including subdivision, lot and block
 - Valuation Field (minimum of \$95/sq. ft.)
 - Square Footage – broken out by living, garage and covered porch
 - Project Description – scope of work to be completed
 - 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.
- Complete permit application packages are to be submitted in **three (3) complete sets**. **All plans must be on 11" x 17", one-sided paper ***. All documents are to be named as outlined below and saved on a thumb drive/CD and labeled as the applicable address. Electronic plans will no longer be accepted unless specifically requested from the City. Documents should be sorted in the **construction order sequence below**, stapled and include the following:
 - Building permit application
 - Cover page to include the address, lot and block number, builder information, vicinity map, code years and drawing index *
 - Site/Plot plan *
 - Foundation letter from a Texas registered engineer
 - Floor plans *
 - Foundation plans paper stamped by a Texas registered engineer *
 - Shear wall plans stamped by a Texas registered engineer *

- Framing plans and foundation thru roof on 11" x 17" paper
 - Mechanical, Electrical and Plumbing plans on 11" x 17" paper
 - Mechanical - provide size and location of units, size and location of ducts, R value of ducts, bathroom exhaust fans
 - Electrical: outlets, switches, lights, carbon monoxide detectors, smoke detectors and service sites
 - Plumbing - provide DWV, Water, Gas. Indicate size and location of piping and include plumbing sizing schedule
 - Energy Code plan review (3rd party certified)
- 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 Costs:

Single Family Residence Building Permit Costs per lot –

- Building Permit Fee - \$7 for every \$1,000 of value (minimum of \$95/sq. ft.)
- Water Impact Fee - \$2,000
- Sewer Impact Fee - \$2,000
- Roadway Impact Fee - \$1,000
- 5/8" Water Meter - \$150
- 1" Water Meter - \$250
- Water Sensor - \$150

Other fees may also apply based on development agreements.

Inspections:

- Once the 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 you require assistance in scheduling inspections, the cut-off time is 3pm.
- City cleanouts required at Tap connection
- Form Survey will be collected at the Plumbing Rough-In
- Verify that finished floor elevation matches what is submitted on site plan at plan review
- Verify components of shear plan are followed
- Electrical holes within 1 ¼ inch of stud face must be nail plated
- Attic access required at frame stage for mechanical inspection
- Attic walkway will be inspected at mechanical inspection
- If driveway is used as combination of lead walk, it must stay under 8.33% grade for egress

Typical inspections include, as needed:

- Electrical T-Pole
- Plumbing Underground
- Plumbing Sewer
- Form Survey
- Plumbing Rough-In
- Electrical Slab Ground
- Building Foundation
- Flatwork
- Building Framing
- Building Sheathing
- Drywall
- Electrical Rough-In
- Mechanical Rough-In
- Plumbing Gas
- Plumbing Top-Out
- Electrical Meter Release
- Building Carbon Monoxide Detector
- Building Final
- Grade Survey
- Electrical Final
- Mechanical Final
- Plumbing Final
- Building Energy Final
- Irrigation Final
- Plumbing Backflow
- Certificate of Occupancy

A building permit will not be accepted if the application is not properly submitted.

*** This form must be completed and turned in with your complete permit package. ***

Signature _____

Date _____