
Patio Cover/Pergola Permit *Information Guide*

Permit Application:

- Complete a Patio Cover/Pergola/Gazebo 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 **2 complete stamped sets of construction plans from a design professional, to -scale on 11"x17" paper, including the following documents:**
 - Site Plan – showing property lines, any utility easements, existing structures, proposed location and setbacks
 - If pouring a foundation for the structure – a stamped Foundation Plan from an Engineer licensed by the State of Texas
 - Materials List
 - If site-built structure - a detailed plan will be required
 - If plumbing, electrical or mechanical are installed – a detailed plan will be required
 - Code years must be included on plans (code years provided below)
- 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 online via MyGov
- **Plan review will take up to 10 business days.** All corrections will be provided to the contact name listed on the permit application via email. Any correction items noted by the City will take up to an additional 10 business days for review.
- Once permit is approved, the contact for the project will be notified by Development Services Department via email with an invoice. Payment for the permit can be made when the permit is picked-up from City Hall or online via MyGov.
- **No work may begin until the permit has been issued.**

Permit Cost –

- Projects 250 sq. ft. and under - \$75.00
- Projects 251 sq. ft. and over- \$75.00, plus \$0.25 each additional sq. ft.

Inspections:

- Once permit is issued, inspections can be requested via MyGov, by calling 972-524-4832/4823, or emailing permits@roysecity.com
- Inspection requests via email or phone must be requested no later than 3:00 pm for the next business day.
- Inspection requests through MyGov can be scheduled until 4:00 pm for the next business day.
- Requests received after 4:00 pm on Friday will be scheduled starting the following Tuesday, excluding holiday weekends.

Typical inspections include as needed:

- Building Foundation
- Building Framing
- Electrical Rough-In
- Building Final
- Electrical Final

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



**PATIO COVER/PERGOLA
PERMIT APPLICATION**

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

Property Information:			
Permit #:	<input type="text" value="Development Services Use Only"/>	Valuation: \$	<input type="text"/>
Project Address:	<input type="text"/>	Subdivision:	<input type="text"/>
Description of Work:	<input type="text"/>	Total Sq. Ft.	<input type="text"/>

Owner Information:	
Name: <input type="text"/>	Contact Person: <input type="text"/>
Email Address: <input type="text"/>	Phone #: <input type="text"/>
Physical Address: <input type="text"/> <small>(if different from above)</small>	

Complete all that apply based on scope of project:

Contractor Type	Contractor Name	Contact Person	State License #	Phone #	Email Address
General	<input type="text"/>				
Mechanical	<input type="text"/>				
Electrical	<input type="text"/>				
Plumbing	<input type="text"/>				

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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.**

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: _____

Development
Services Use
Only

**CITY OF ROYSE CITY
REVIEWED FOR CODE COMPLIANCE**

BY: _____

DATE: _____