



Building Department
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 Building Dept. at permits@roysecity.com
 - Deliver to Building Dept. 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**

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 Inspection



ROOF PERMIT APPLICATION

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

Property Information:	
Permit #:	<div style="border: 1px solid black; padding: 2px; width: 80%;">Development Services Use Only</div>
	Valuation: \$ <div style="border: 1px solid black; width: 100px; height: 20px; display: inline-block;"></div>
Project Address:	<div style="border: 1px solid black; height: 20px;"></div>
Description of Work:	<div style="border: 1px solid black; height: 20px;"></div>
Project Type:	<input type="checkbox"/> Commercial <input type="checkbox"/> Residential

Owner Information:	
Name: <div style="border: 1px solid black; width: 100%; height: 20px;"></div>	Contact Person: <div style="border: 1px solid black; width: 100%; height: 20px;"></div>
Email Address: <div style="border: 1px solid black; width: 100%; height: 20px;"></div>	Phone #: <div style="border: 1px solid black; width: 100%; height: 20px;"></div>
Physical Address (if different from above): <div style="border: 1px solid black; width: 100%; height: 20px;"></div>	

Contractor Type	Contractor Name	Contact Person	Phone #	Email Address
Roofing -	<div style="border: 1px solid black; width: 100%; height: 20px;"></div>	<div style="border: 1px solid black; width: 100%; height: 20px;"></div>	<div style="border: 1px solid black; width: 100%; height: 20px;"></div>	<div style="border: 1px solid black; width: 100%; height: 20px;"></div>
General -	<div style="border: 1px solid black; width: 100%; height: 20px;"></div>	<div style="border: 1px solid black; width: 100%; height: 20px;"></div>	<div style="border: 1px solid black; width: 100%; height: 20px;"></div>	<div style="border: 1px solid black; width: 100%; height: 20px;"></div>

Permits for roof replacement/installation can be issued over the counter at the Building Department. *A final Inspection is required.*

Inspections can be scheduled via MyGov or by calling (972) 524-4832/4823.

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: