



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

Certificate of Occupancy Permit

Information Guide

Current Adopted Codes:

2018 International Building Code (with regional amendments)
2018 International Fire Code (with local and NCTCOG regional amendments)
2017 National Electrical Code

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
- Complete Royse City Fire Department’s Certificate of Occupancy Pre-Inspection Check sheet/Common Violations worksheet. This can be found at roysecity.com on the Fire Marshal’s Office page.
 - 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
 - Online via MyGov

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

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

Property Information – Please complete the shaded fields

Permit #:	<input type="text" value="Development Services Use Only"/>	Zoning:	<input type="text"/>
Property Address:	<input type="text"/>	Subdivision:	<input type="text"/>
Property Use:	<input type="text"/>	Lot:	<input type="text"/>
		Block:	<input type="text"/>
Total Occupancy of Building:	<input type="text"/>	Total Sq. Ft.:	<input type="text"/>
Type of Business:	<input type="text"/>	Type of Construction:	<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: (if different from above)	<input type="text"/>		

Tenant Information:

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

Does your business involve the storage, sale or use of the following: (Check all that apply)

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

**** 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: