



Building Inspections Department
305 N. Arch St.
P.O. Box 638
Royse City TX 75189
972-524-4710
permits@roysecity.com

New Single Family Dwelling Permit

Information Guide

** Note- Effective November 1, 2025, Irrigation and Fence Permits are permitted independently of New Single-Family Dwelling Permits, excluding Verandah.*

Building Codes:

- *2018 International Residential Code (with regional amendments)
- *2017 (2023 NEC per State requirement)
- *2015 International Energy Conservation Code (per State requirement)

Permit Application:

- *Complete a Building Permit Application.
 - **For **Ridge Park, Valor Farms, Verandah, Vista Oaks**, and any other lot **1 acre or greater**, please refer to **“Additional Subdivision Requirements”** (page 3) **
- *All submittals are processed via your online MyGov portal (Registration instructions provided)
- *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, and for each sub-contractor doing work on the project

Document Submittal Requirements: (.pdf files required) ***3 files total***

- *Permit Application Form
- *Construction Documents (***single combined file***-see page 2 for submittal content)
- *Energy Compliance Report Data
- **Any requirements from **“Additional Subdivision Requirements”** (page 3) **

Plan Review Process:

- *All plan review communication will be available through the MyGov Portal.
- *Typical plan review times are 10 business days or less (all updates posted real time on the portal)
- *All revisions to approved plans must be re-reviewed. Revised documents should be submitted with all changes clouded on the plans along with a cover sheet indicating the pages those changes are on
- *Approved plans will be marked as **“Reviewed for Code Compliance”**, and available on the portal

Inspection Process:

- * No work may begin until the permit has been issued
- *Permit and approved plans (min. 11 X 17) must be onsite.
- ***Inspections can be requested via MyGov, by email at permits@roysecity.com or by calling 972-524-4710.**
- *Requests must be made by 4:00PM for next business day inspection
- *All work must comply with approved plans / current codes-subject to inspector approval
- *No work may be covered prior to inspection
- *All inspection results and communication will be available through the MyGov portal
- *Final paperwork to be uploaded prior to requesting final inspection (**see forms attached**)



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To Include: **Termite Letter**, **Energy Compliance Certificate**, Foundation acceptance letter, Final Grade Survey, Backflow report, OSSF final acceptance letter. (if applicable)

Document Submittal Requirements

Documents to upload: (3 files total)

1. **A single combined .pdf file** including the following items: (**uploaded to “Construction Plans”**)
 - a. **Cover sheet**, including
 - i. Subdivision Name and phase
 - ii. Model name / number and swing (L or R)
 - iii. Square footage calculations (Total, living, garage, covered porch)
 - iv. Masonry percentages (if required by PD)
 - v. Any PD specific requirements (i.e., options for compliance, design elements, etc.)
 - vi. Any approved variances from zoning utilized (masonry modifications, setback changes, square footage modifications, etc.)
 - vii. Builder information (contact number, preferred e-mail, etc.)
 - viii. A check list / listing of the included documents (from the list below)
 - b. **Site plan** (dimensioned, showing setbacks and easements)
 - c. **Elevation** drawings of all sides (include roof pitch if not present elsewhere)
 - d. **Foundation Letter** (must be sealed by PE) stating foundation has been designed for the soil conditions on that particular lot, and design criterion complies with minimum standards for 2018 IRC
 - e. **Foundation plan** (must be sealed PE)
 - f. **Shear Wall design** (must be sealed by PE)
 - g. **Framing plans** (roof, ceiling, floor, indicating member sizes, spans, etc.) (include engineered floor systems and truss design)
 - h. **Electrical plan** in compliance with 2017 NEC (Installation requires compliance with 2023 NEC per state requirements) (All smoke and carbon monoxide detectors must be indicated)
 - i. **Floor plans** (to scale, dimensioned, with all rooms labeled, window sizes, door sizes)
 - j. **Energy Compliance Path Form** completed by 3rd party energy provider (complete compliance report to be uploaded separately as “Energy Report”) (see attached form)
 - k. *****OSSF system design and ATC letter (OSSF Systems are by separate permits.)***** (All lots not served by Sanitary Sewer)
 - l. *****Lot grading plan w/ 1’ contours (PE sealed) (Vista Oaks, Ridge Park, all lots 1 acre +)**
 - m. *****Drainage study sealed by Civil Engineer (if applicable) ***** (Vista Oaks)
 - n. *****SWPPP stamped by Texas Civil Engineer***** (Vista Oaks, Ridge Park, all lots 1 acre +)
2. **Energy Compliance Report:** (uploaded to “Energy Report”) (Energy Star v3.1.rev12, IC3, ResCheck, etc.)
3. **Application Form** completed and signed: (uploaded to “Application Form”)

See Page 3 for further clarification



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Additional Subdivision Requirements

Information Guide

General:

The information contained on this supplement is intended to provide subdivision specific requirements. All items contained on this page are required in addition to the “*Document Submittal Requirements*” on page 2.

Any lot 1 acre or greater in size:

PE stamped lot grading plan w/ 1’ contours of both existing conditions and proposed conditions
A SWPPP plan stamped by Texas Civil Engineer (or Certified SWPPP provider) must be provided

Ridge Park:

SWPPP stamped by Texas Civil Engineer, or Certified SWPPP provider, required (includes all SWPPP requirements)
OSSF system design documents and ATC form (**OSSF Systems are by separate permits.**)
Culvert to be installed at beginning of project with all SWPPP requirements
At time of Form Board Survey, installed elevations to be provided on culvert
No alternate construction entrance to be made or utilized on lot

Phase 1:

PE stamped lot grading plan w/ 1’ contours of both existing conditions and proposed conditions
Ditch profile and proposed culvert plan/ drainage calculations with all elevations noted

Phase 2:

Provide Phase 1 requirements: *as requested by City of Royse City*
Culvert and drainage ditch profile sheet that corresponds to the master drainage plan (provide elevations)

Valor Farms:

Utilize the **New Single Family (R) Permit - Valor Farms** permit template
No additional submittal requirements

Verandah:

Utilize the **New Single Family (R) Permit - Verandah** permit template
No additional submittal requirements

Vista Oaks:

Utilize the **New Single Family (R) Permit - Vista Oaks** permit template
All tree removal and lot grading requires a separate permit: **Property Clearing Permit (Vista Oaks)**
SWPPP stamped by Texas Civil Engineer, or Certified SWPPP provider, required (includes all SWPPP requirements)
PE stamped lot grading plan w/ 1’ contours of both existing conditions and proposed conditions
OSSF system design documents and ATC form (**OSSF Systems are by separate permits.**)

**Civil Engineer sealed drainage study if lot is marked by an asterisk (*) on plat*

Asterisk Lot Numbers:	Block A:	13, 14, 15, 19, 22, 44, 59, 65, 71
	Block B:	48, 49, 50, 51, 52, 55, 56, 57, 58, 59
	Block C:	N/A

Please contact City Engineer for further clarification: Lrodgers@roysecity.com or 972-524-4845



City of Royse City
Residential Energy Compliance Certificate
Energy Code Requirements of the 2018 IRC (IECC)
Provide this form at building completion prior to final inspection

Form: RECC2024
03-25-2024

Project Address: _____ Permit Number: _____

DUCT LEAKAGE TESTING VERIFICATION

Rough-In Test Option (R403.3.3) Post Construction Option

(R403.3.3)

System #1 - _____ CFM25 System #2 - _____ CFM25 System #3 - _____ CFM25

System #4 - _____ CFM25 System #5 - _____ CFM25 System #6 - _____ CFM25

I certify that I have conducted a **duct leakage test and it has passed the requirements of the 2015 International Energy Conservation Code**. I further certify that I am certified to perform duct leakage testing certified by national or state organizations as approved by the building official. I certify I am an independent third-party entity, and have not installed the HVAC system; nor am I employed or have any financial interest in the company that constructs the structure.

Agency and Certification Number: _____

Signature of Responsible Party: _____

Printed Name and Title of Responsible Party: _____

BUILDING THERMAL ENVELOPE LEAKAGE TESTING VERIFICATION

Building Thermal Envelope Leakage Testing (R402.4.1.2): _____ ACH50

I certify that I have conducted an **air leakage test and it has passed the requirements of the 2015 International Energy Conservation Code**. I further certify that I am certified to perform air infiltration testing certified by national or state organizations as approved by the building official. I certify I am an independent third-party entity, nor am I employed or have any financial interest in the company that constructs the structure.

Agency and Certification Number: _____

Signature of Responsible Party: _____

Printed Name and Title of Responsible Party: _____

COMPLIANCE STATEMENT

We have concluded all inspections, testing and plan reviews of the above project and hereby declare it in compliance with the residential provisions of the 2015 IECC, as amended, for the selected compliance approach.

- Option 1(a) **Prescriptive:** Sections N1101.14 (R401) through N1104 (R404)
- Option 1(b) **Prescriptive: REScheck™ UA Approach Only:** Sections N1101.14 (R401)-N1104 (R404) (*attach report*)
- Option 2 **Performance:** Section N1105 (R405) Performance Approach (*attach report*)
- Option 3 **ENERGY STAR Certified Homes®** (*attach certificate*)
- Option 4 **Energy Rating Index Compliance Alternative (ERI):** Section N1106 (R406) ERI: _____
- Option #5 **ESL 4ACH⁵⁰ Tradeoff Code Equivalency Compliance**

Agency and Certification Number: _____

Agency Contact Information: _____

Signature of Responsible Party: _____

Printed Name and Title of Responsible Party: _____



City of Royse City
Residential Energy Compliance Path
Energy Code Requirements of the 2015/2018 IRC (IECC) as amended
Submit with application for a building permit

Project Address: _____

N1101.13 (R401.2) – Projects shall comply with one of the following:

Option #1a – Prescriptive: Sections N1101.14 (R401) through N1104 (R404):

- N1102 (R402) Building Thermal Envelope. {Using table N1102.1.2 (R402.1.2) INSULATION AND FENESTRATION REQUIREMENTS BY COMPONENT}
- N1103 (R403) Systems.
- N1104 (R404) Electrical Power and Lighting Systems (Mandatory).
- Plus all mandatory provisions

Option #1b – Prescriptive-Using REScheck™ UA approach Only: Sections N1101.14 (R401) through N1104 (R404):

- N1102 (R402) Building Thermal Envelope.
- N1103 (R403) Systems.
- N1104 (R404) Electrical Power and Lighting Systems (Mandatory).
- Plus all mandatory provisions

Option #2 – Section N1105 (R405) Performance Approach

Plus all mandatory provisions

Option #3 – ENERGY STAR Certified Homes®

Option #4 – Section N1106 (R406) Energy Rating Index Compliance Alternative

- Minimum envelope requirements \geq Table 402.1.1 or 402.1.3 – 2009 IECC
- Plus all mandatory provisions

Option #5 – ESL 4ACH⁵⁰ Tradeoff Code Equivalency Compliance^a

Envelope Component	Option #1	Option #2
R402.4 Air Leakage	$\leq 4ACH^{50}$	$\leq 4ACH^{50}$
Wall Insulation Value	R13 + R3 ^b	R13 + R3 ^b
Fenestration U-factor/SHGC	$\leq 0.32/0.25$	$\leq 0.32/0.25$
Ceiling R-value	$\geq R49$	$\geq R49$
Duct Insulation	R8	R6
Radiant Barrier Required	No	Yes

^a Except for the values listed in the table, all other mandatory code provisions are applicable.

^b First value is cavity insulation, second is continuous insulation or insulated siding.

NOTE: Attach appropriate compliance option “compliance report”

I certify that I have reviewed the construction documents including, but not necessarily limited to, insulation materials and R-values; fenestration U-factors and SHGC values; area-weighted average U-factor and SHGC calculations; mechanical system design criteria; mechanical and service water heating system and equipment types, sizes and efficiencies; equipment and system controls; duct sealing, duct and piping insulation and location; and air sealing details; and that the project as designed satisfies the minimum requirements for the compliance approach selected above.

Print Name: _____ **Sign Name:** _____ **Date:** _____



PROTECTION AGAINST TERMITES

Permit No. _____ Address: _____

Builder: _____

The residential addressed above meets or exceeds the requirements for protection against termites set forth in Section R318 of the 2018 International Residential Code.

Name of Protection Provider (Company) _____

Address: _____

City: _____ State: _____ Zip Code: _____

State License No: _____

STATE OF TEXAS

I, _____, being duly sworn doth depose and say that the information contained in the above application is true and correct to the best of my knowledge and belief.

And further this deponent says not.

Signature

Date

Subscribed and sworn to before me this _____ day of _____, _____, A.D.

Notary Public in and for the State of Texas