



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

Swimming Pool Permit

Information Guide

Current Adopted Codes:

2018 International Building Code (with regional amendments)
2018 International Residential Code (with regional amendments)
2018 International Plumbing Code (with regional amendments)
2018 International Mechanical Code (with regional amendments)
2018 International Fire Code (with local and NCTCOG regional amendments)
2017 National Electrical Code
2015 International Energy Conservation Code mandated by State of Texas

Permit Application:

- Complete Swimming Pool Permit Application and 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
- Pool contractor must register with the City and be listed on the permit application
- Submit Two (2) copies of plans including:
 - Site Plan showing existing structures and property lines
 - Site Plan showing location of pool and setbacks to property lines and other structures
 - Plan showing location of pool equipment
 - A p-trap is required on sanitary cleanouts for pool drain and backwash and needs to be represented on the plans
- 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
- 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 Building 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.**

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
- Door alarms are required for all doors opening to pool area, to be mounted 54" above finished floor
- Self-closing gates are required
- Temporary fencing around pool must be in place for the duration of the project
- Fencing inspection will be part of the Pool Final

Typical inspections include as needed:

- Pool Belly Steel and Bonding
- Electrical Underground
- Pool Gas
- Pool P-Trap
- Pool Deck and Bonding
- Pool Final
- Health Final – Commercial only



SWIMMING POOL PERMIT APPLICATION

Building Department
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"/> |
| Project Description: | <input type="text"/> | Lot: | <input type="text"/> |
| Project Type: | <input type="checkbox"/> Commercial | Block: | <input type="text"/> |
| | | <input type="checkbox"/> Residential | |

| 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> | |

| Contractor Type | Contractor Name | Contact Person | Phone # | Email Address |
|-----------------|----------------------|----------------------|----------------------|----------------------|
| General – | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Electrical – | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Plumbing – | <input type="text"/> | <input type="text"/> | <input type="text"/> | <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. 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: