



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

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## **HVAC Repair/Replacement Permit**

### *Information Guide*

#### **Current Adopted Codes:**

2018 International Residential Code (with regional amendments)

#### **Permit Application:**

- Complete HVAC Permit Application including the following information fields:
  - Accurate project address
  - Valuation Field – total cost of the project
  - Project Description –scope of work to be performed
  - Owner information
- Mechanical 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. [permits@roysecity.com](mailto:permits@roysecity.com)
  - Deliver to Building Dept. at City Hall – 305 N. Arch St., Royse City, TX 75189
  - Online via MyGov
- Permits for installation of an air conditioning/heating system 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
- Line sets require locking caps
- Gas units require drip legs
- Verify pan and condensate drains are supported at a minimum of every 6 feet and at the unit
- Gas units verify collar is resealed upon changeout

#### **Typical inspections include as applicable:**

- Mechanical Final



# HVAC REPAIR/REPLACE PERMIT APPLICATION

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

<b>Property Information:</b>	
Permit #:	<div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; padding: 2px; width: 45%;">Development Services Use Only</div> <div style="text-align: right;">Valuation: \$ <span style="border: 1px solid black; display: inline-block; width: 100px; height: 20px; vertical-align: middle;"></span></div> </div>
Project Address:	<div style="border: 1px solid black; height: 25px;"></div>
Description of Work:	<div style="border: 1px solid black; height: 30px;"></div>
Project Type:	<input type="checkbox"/> Commercial <span style="margin-left: 200px;"><input type="checkbox"/> Residential</span>

<b>Owner Information:</b>	
Name: <div style="border: 1px solid black; display: inline-block; width: 90%; height: 25px;"></div>	Contact Person: <div style="border: 1px solid black; display: inline-block; width: 90%; height: 25px;"></div>
Email Address: <div style="border: 1px solid black; display: inline-block; width: 90%; height: 25px;"></div>	Phone #: <div style="border: 1px solid black; display: inline-block; width: 90%; height: 25px;"></div>
Physical Address (if different from above): <div style="border: 1px solid black; display: inline-block; width: 95%; height: 25px;"></div>	

<b>Contractor Type</b>	<b>Contractor Name</b>	<b>Contact Person</b>	<b>Phone #</b>	<b>Email Address</b>
Mechanical –	<div style="border: 1px solid black; width: 90%; height: 25px;"></div>	<div style="border: 1px solid black; width: 90%; height: 25px;"></div>	<div style="border: 1px solid black; width: 90%; height: 25px;"></div>	<div style="border: 1px solid black; width: 90%; height: 25px;"></div>

Permits for installation of an air conditioning system can be issued over the counter at the Building Department

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: