



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

Residential Remodel/Addition Permit *Information Guide*

Current Adopted Codes:

2018 International Residential Code (with regional amendments)

2015 International Energy Conservation Code mandated by State of Texas

Permit Application:

- Complete Building Permit Application.
- 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 for each sub-contractor doing work on the project.

Plan Review/Permit Submittal:

Upload construction documents, items #1-5 digitally into MyGov:

(Use Project Template: Building Remodel Permit (R))

1. Completed Building Permit Application.
2. Site Plan indicating all property lines, easements, driveway with dimensions and setbacks of the proposed building.
3. (If adding square footage) Original letter from the engineer stating that the foundation was designed for the soil conditions of the lot. The letter must also state that the foundation design criteria comply with the requirements of the 2018 International Residential Code.
4. **A combined set of construction plans containing the following information:**
 - A detailed framing plan.
 - Floor plan showing before and after construction. Floor plans must have accurate measurements and room uses, including windows and doors.
 - Shear wall plans stamped by a Texas registered engineer. (Where applicable.)
 - Elevation drawings showing exterior wall construction and masonry percentage calculations.
 - (If adding square footage) An engineered foundation plan prepared by a Texas licensed engineer.
 - Plumbing, mechanical, and electrical design. Show all changes to the existing electrical, plumbing, and mechanical systems. The mechanical design can be limited to the location and size of HVAC units with location of exhaust fans. The plumbing design can be limited to the location of fixtures and sizing of the water and gas supply lines. Electrical outlet location and service size and location. Location of smoke detectors in accordance with section 314 of the 2018 IRC. Location of carbon monoxide alarms in accordance with section 315 of the 2018 IRC.
5. Energy Code plan review (third party certified) indicating that the building complies with 2015 IECC energy requirements.
6. **All plan review feedback will be available through the MyGov Portal.**
7. Approved plans (min. 11 X 17) must be onsite for the inspection.
8. Inspections can be requested via MyGov, by email at permits@roysecity.com or by calling 972-524-4710.
9. No work may begin until the permit has been issued.