



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

Fence Permit Information Guide

Criteria: If you are replacing a fence in the exact same location and type, a permit is not required. Replacement fences must meet the current ordinance requirements. If you are adding a fence or making any changes in location, type or height – a permit is required.

Fence Ordinance: The full ordinance concerning fencing regulations can be found at roysecity.com. Refer to Royse City Code of Ordinances, Chapter 14.01, Section 6-9 Fencing Regulations for all commercial and residential requirements.

Permit Application:

- Complete Fence Permit Application including the following information fields:
 - Accurate project address
 - Valuation Field – total cost of the project
 - Project Description
 - Owner information
- Fence contractor **must** register with the City and be listed on the permit application.
- All Permit Applications must include **Two (2) complete sets of plans as follows:**
 - Site Plan – showing location of fence and setbacks
 - Copy of Lot Survey showing property lines
 - Materials list and photos
- 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 Development Services 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.
- Typical inspections include as needed: Fence Final



FENCE PERMIT APPLICATION

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

| Property Information: | |
|------------------------------|---|
| Permit #: | <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; padding: 2px;">Development Services Use Only</div> <div style="text-align: right;">Valuation: \$ </div> </div> |
| Project Address: | <div style="border: 1px solid black; height: 20px;"></div> |
| Project Description: | <div style="border: 1px solid black; height: 20px;"></div> |
| Description of Work: | <div style="border: 1px solid black; height: 20px;"></div> |
| Project Type: | <input type="checkbox"/> Commercial <input type="checkbox"/> Residential |

| Owner Information: | |
|---|---|
| Name: <div style="border: 1px solid black; display: inline-block; width: 150px; height: 20px;"></div> | Contact Person: <div style="border: 1px solid black; display: inline-block; width: 150px; height: 20px;"></div> |
| Email Address: <div style="border: 1px solid black; display: inline-block; width: 150px; height: 20px;"></div> | Phone #: <div style="border: 1px solid black; display: inline-block; width: 100px; height: 20px;"></div> |
| Physical Address (if different from above): <div style="border: 1px solid black; display: inline-block; width: 600px; height: 20px;"></div> | |

| Contractor Type | Contractor Name | Contact Person | Phone # | Email Address |
|------------------------|---|---|---|---|
| Fence – | <div style="border: 1px solid black; width: 100%; height: 20px;"></div> | <div style="border: 1px solid black; width: 100%; height: 20px;"></div> | <div style="border: 1px solid black; width: 100%; height: 20px;"></div> | <div style="border: 1px solid black; width: 100%; height: 20px;"></div> |
| General – | <div style="border: 1px solid black; width: 100%; height: 20px;"></div> | <div style="border: 1px solid black; width: 100%; height: 20px;"></div> | <div style="border: 1px solid black; width: 100%; height: 20px;"></div> | <div style="border: 1px solid black; width: 100%; height: 20px;"></div> |

- All Permit Applications must include **Two (2) complete sets of plans as follows:**
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Inspections can be scheduled via MyGov or by calling (972) 524-4832/4823.

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: _____