



Building Inspection Department

305 N. Arch St.

P.O. Box 638

Royse City, TX 75189

972-524-4710

permits@roysecity.com

Temporary Office- 141 W Main St.

Sign Permit *Information Guide*

Sign Ordinance:

Regulations on signs can be found in the Royse City Code of Ordinances, Chapter 3, Article 3.08 Signs. The Royse City Code of Ordinances is available online at roysecity.com.

Current Adopted Codes:

2017 National Electrical Code (with regional amendments)

Permit Application:

- Complete Building Permit Application.
- Sign contractor must register with the City and be listed on the permit application

Plan Review/Permit Submittal:

Upload construction documents, items #1-2 digitally into MyGov:

1. Completed Building Permit Application.
2. **A combined set of construction plans containing the following information:**
 - Site Plan- showing size and location of sign, property lines and setbacks.
 - Building elevation – if sign located on a building, a rendering showing position on building
 - Total square footage of sign
 - Materials list and photos
 - Provide type of lighting
 - Show disconnect location
 - Show the location of the power supply / transformer
 - Provide wire size
 - Provide circuit ampacity
 - Provide Voltage
3. All plan review feedback will be available through the MyGov Portal.
4. Approved plans (min. 11 X 17) must be onsite for the inspection.
5. Inspections can be requested via MyGov, by email at permits@roysecity.com or by calling 972-524-4710.
6. No work may begin until the permit has been issued.
7. All signs must be provided with the following: They shall have displayed in a conspicuous place. In letters not less than 1" inch in height, the date of erection, the permit number, the voltage of any electrical apparatus used, and the sign erectors name, address, and license number.