



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

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. *Promotional Signs* refer to flag signs and banners (allowed three (3) two-week periods per year) and inflatable signs (allowed for one (1) two-week period of time every 6 months).

Permit Application:

- Complete Sign 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
- Sign 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 size and location of sign, property lines and setbacks
 - Building plan – if sign located on a building, a rendering showing position on building
 - Total square footage of sign
 - 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 applicable:

- Sign Electrical
- Sign Footing
- Sign Final



SIGN 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"/>		
Project Description:	<input type="text"/>	Total Sq. Ft. of Sign:	<input type="text"/>
Sign Type:	<input type="checkbox"/> Commercial	<input type="checkbox"/> Promotional	

Owner Information:	
Name: <input type="text"/>	Contact Person: <input type="text"/>
Email Address: <input type="text"/>	Phone #: <input type="text"/>
Physical Address (if different from above): <input type="text"/>	

Contractor Type	Contractor Name	Contact Person	Phone #	Email Address
Signage –	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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- Site Plan – showing size and location of sign, property lines and setbacks
- Total square footage of sign
- Materials list and photos

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: