



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

Commercial Tenant Finish Out Permit *Information Guide*

Current Adopted Codes:

- 2018 International Building Code (with regional amendments)
- 2018 International Plumbing Code (with regional amendments)
- 2018 International Mechanical Code (with regional amendments)
- 2018 International Fire Code (with local and NCTCOG regional amendments)
- 2017 National Electrical Code
- 2015 International Energy Conservation Code mandated by State of Texas

Permit Application:

- Complete a 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 #1-6 digitally into MyGov:

1. Completed Building Permit Application.
2. **A combined set of construction plans containing the following information:**
 - Professionally sealed construction drawings, containing all referential, architectural, structural, and M.E.P. drawings.
3. Irrigation plans system layout, including: (If applicable)
 - a. Design must have stamp from a licensed irrigator, registered with the State of Texas
 - b. Plans must show zones used, design pressure, GPM per zone, pipe sizing, location of rain freeze sensor, location of controller, location of required drip irrigation and valve locations
4. Energy Code plan review (3rd party certified) indicating that the building complies with 2015 IECC energy requirements.
5. Architectural Barriers Project No. or evidence of TDLR review application
6. When demolition work is involved- An Asbestos Survey or Arch/Eng. Certification as required by Senate Bill 509 and the manufacturer's Material Safety Data Sheets (MSDS) for new construction parts, as applicable (House Bill 1927).
7. **All plan review feedback will be available through the MyGov Portal.**
8. Approved plans (min. 11 X 17) must be onsite for the inspection.
9. Inspections can be requested via MyGov, by email at permits@roysecity.com or by calling 972-524-4710.
10. No work may begin until the permit has been issued.