



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

New Commercial Building Permit

Information Guide

Current Adopted Codes:

2018 International Building Code (with regional amendments)
2018 International Residential 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 New Commercial Permit Application including the following information fields:
 - Accurate project address
 - Valuation Field – total cost of project
 - Total Square Footage
 - Project Description – scope of work to be performed
 - Owner information
- **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.
- All Permit Applications must include **4 complete sets of architectural and civil construction plans stamped by a professional that is licensed by the State of Texas** along with an electronic copy of those same plans by email to one of the email addresses above or by media stick.
- Sign Application and send to the City via one of the following methods:
 - Email to Building Dept. permits@roysecity.com
 - Deliver to Building Dept. at City Hall – 305 N. Arch St., Royse City, TX 75189
 - Or online via MyGov
- All plans will be reviewed by all applicable City departments – Planning, Building, Public Works, Fire, Health.
- Plan review will take 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 Building 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
- Verify that finished floor elevation matches what is submitted on site plan at plan review

Typical inspections include as needed:

- Building Footings/Piers
- Paving
- Electrical T-Pole
- Electrical Underground
- Plumbing Gas Underground
- Plumbing Rough-In
- Plumbing Sewer
- Plumbing Underground
- Building Foundation
- Electrical Slab Ground
- Flatwork
- Building Framing
- Building Sheathing
- Drywall
- Electrical Rough-In
- Mechanical Rough-In
- Plumbing Gas
- Plumbing Top-Out
- Above Ceiling Mechanical
- Above Ceiling Electrical
- Electrical Meter Release
- Plumbing Gas Meter Release
- Building Final
- Electrical Final
- Mechanical Final
- Irrigation Final
- Building Energy Final
- Fire Final
- Health Final
- Zoning Final
- Plumbing Backflow
- Public Works Final
- Certificate of Occupancy



NEW COMMERCIAL BUILDING 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 style="width: 100%;" type="text"/>	
Project Address:	<input style="width: 100%;" type="text"/>	Subdivision:	<input style="width: 100%;" type="text"/>	
Scope of Work:	<input style="width: 100%;" type="text"/>	Lot:	<input style="width: 50px;" type="text"/>	Block: <input style="width: 50px;" type="text"/> Total Sq. Ft. <input style="width: 50px;" type="text"/>

Owner Information:	
Name:	<input style="width: 100%;" type="text"/>
Email Address:	<input style="width: 100%;" type="text"/>
Physical Address: <small>(if different from above)</small>	<input style="width: 100%;" type="text"/>
Contact Person:	<input style="width: 100%;" type="text"/>
Phone #:	<input style="width: 100%;" type="text"/>

Contractor Type	Contractor Name	Contact Person	Phone #	Email Address
Architect –	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Engineer –	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
General –	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Mechanical –	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Electrical –	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Plumbing –	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Irrigator –	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

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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: