
Onsite Sewage Facility Permit Information Guide

Current Adopted Codes:

TCEQ/TAC

City of Royse City Code of Ordinances Chapter 13, Art. 13.07

Permit Application:

- Complete a Building Permit Application.
- Contractor must register with the City and be listed on the permit application. Provide an accurate email address for the person responsible for the project.

Plan Review/Permit Submittal:

Upload construction documents, items #1-11 digitally into MyGov:

(Use Project Template: OSSF Permit)

1. Completed OSSF Permit Application Form, signed by the property owner.
2. Site Plan indicating all property lines, easements, driveway with dimensions and setbacks of the proposed OSSF system.
3. Technical Information Sheet
4. City of Royse City Affidavit, filed with Hunt County.
5. System Design.
6. Spray Irrigation Design.
7. Site Evaluation Report.
8. Site Diagram.
9. Pump/Alarm Diagram (*gallons clearly marked*)
10. Installer Registration.
11. Maintenance Agreement.
12. Permit and approved plans (min. 11 X 17) must be onsite for the inspection.
13. Inspections can be requested via MyGov, by email at permits@roysecity.com or by calling 972-524-4710.
14. No work may begin until the permit has been issued.

