
Replacement Windows Permit *Information Guide*

Current Adopted Codes:

- 2018 International Residential Code
- 2018 International Building Code
- 2015 International Energy Conservation Code

Permit Application:

- Complete Building Permit Application.
- Contractor must register with the City.

Plan Review/Permit Submittal:

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

Residential (Use Project Template: Window Replacement (R))

Commercial (Use Project Template: Window Replacement (C))

1. Completed Building Permit Application.
2. Floor plan - Provide a floor plan of building showing the size of all rooms, label rooms and provide number and size of windows to be installed.
3. Windows located in hazardous locations must be tempered.
4. U-Factor for windows - .35 or less.
5. SHGC - .25 or less.
6. **All plan review feedback will be available through the MyGov Portal.**
7. Inspections can be requested via MyGov, by email at permits@roysecity.com or by calling 972-524-4710.
8. Approved plans must be onsite for the inspection.
9. **INSPECTION PROCESS**- Acceptance forms (CF ENV-01 or current) or evidence the windows meet a maximum U-factor of 0.35, and a maximum Solar Heat Gain Coefficient (SHGC) of 0.25) will need to be provided to the field inspector at time of inspection. Stickers/labels from the windows will be sufficient. evidence for energy compliance.
10. No work may begin until the permit has been issued.
11. Fees: Residential- \$100.00
Commercial- \$7.00 per \$1,000.00 of value or \$100.00, whichever is greater.

