
Arbor/Pergola/Gazebo Permit Information Guide

Current Adopted Codes:

2018 International Residential Code (with regional amendments)

Permit Application:

- Complete 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 #1-3 digitally into MyGov:

(Use Project Template: Patio/Pergola/Gazebo Permit)

1. Completed Building Permit Application.
2. Site Plan indicating all property lines, easements, and setbacks of the proposed arbor, pergola or gazebo.
3. **A combined set of construction plans containing the following information:**
 - Foundation plan/pier plan.
 - A framing plan.
 - Elevations.
 - Electrical details
 - Typical cross section.
4. **All plan review feedback will be available through the MyGov Portal.**
5. No work may begin until the permit has been issued.
6. Inspections can be requested via MyGov, by email at permits@roysecity.com or by calling 972-524-4710.
7. Approved plans (min. 11 X 17) must be onsite for the inspection.
8. Permit fee- Structures 250 square feet and under- \$75.00
Structures 251 square feet and over- \$100.00 + .25/s.f. over 250 s.f.

