



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

Certificate of Occupancy Permit Information Guide

Purpose:

Permit and inspection required when there is a new business or a change in business type or ownership at a property location.

It shall be unlawful to use or occupy or permit the use of occupancy of any building or premises created, erected, changed, converted, or altered or enlarged in this use of structure until a Certificate of Occupancy shall have been issued by the administrative official.

Permit Application:

- Complete a Certificate of Occupancy Permit Application including the following information fields:
 - Accurate project address
 - Zoning of the property
 - Use of the property
 - Total square footage of the property
 - Type of business
 - Owner information – owner of the property
 - Tenant information
 - Check all boxes that apply for the storage, sale or use of the listed materials.

- Complete Royse City Fire Department's Certificate of Occupancy Pre-Inspection Check sheet/Common Violations worksheet. This can be found at roysecity.com on the Fire Marshal's Office page.
- Submit the completed Application to the City via one of the following methods:
 - Email to Building Dept. at permits@roysecity.com
 - Deliver to Building Dept. at City Hall – 305 N. Arch St., Royse City, TX 75189
 - Online via MyGov

Inspections:

- Once the permit application is approved, inspections can be scheduled through the Building Inspection Department by email at permits@roysecity.com or by phone at 972-534-4710. Inspections will be performed by the Building Inspection Department and the Fire Marshal's Office.
- Electric and/or Gas meter release(s) can be requested if needed.

Permit fee- \$125.00