



Basic Building, Renovating, & Remodeling Permitting Process

WHAT REQUIRES A BUILDING PERMIT

New homes, home additions, fences, decks, patios, carports, deck/patio covers, storage buildings, external garages, pools. Commercial and Industrial Construction undergoes a similar process and may require additional consultation. If unsure, ask.

WHAT DOES NOT REQUIRE A BUILDING PERMIT?

Internal renovations, roofing, internal and external painting, HVAC system installation, and similar projects currently do not require a building permit. **HOWEVER: External painting in the Historic Commercial District (Historic Main Street area) DOES require a Certificate of Appropriateness; contact City Hall for more information: 512 237 3282.**

Step 1: Contact City Hall.

Visit or call City Hall (317 Main Street / 512.237.3282) to discuss your project and pick up copies of rules and ordinances that affect your project.

NOTE: Starting a project without a permit can be expensive and frustrating! Without necessary permits you may receive fines and a requirement to cease work. You may be required to tear down what you have already built and start the process from scratch, or both. Please make sure you have an approved permit, when required, before beginning any work within the city of Smithville.

Step 2: Provide details and drawing of the project.

Upon understanding of the requirements and regulations that pertain to your project, provide your plans:

- Submit a to-scale drawing (scale of 1/8" to 1') not smaller than 8"x10" showing your exact plans. Use either a plat/survey (preferred) or detailed to-scale hand drawing to indicate the desired improvements and other required information.
- Include your personal contact information for the City to reach you for questions or discussion related to issuance of the permit.
- Show the location of property lines/pins and where the project will be located in reference to these markers to determine setbacks. The City is not responsible for locating your property pins.
- Show the location of other structures on the property relative to the proposed addition or renovation.
- Indicate the dimensions and calculated square footage of the project and the distance from all property lines.
- Indicate which direction is north.
- Describe how the building or addition will be used and where the water, sewer, and electrical lines will connect to existing city utilities (when necessary).

Failure to provide clear, adequate, and legible information will result in additional inquiries by the City and possible unnecessary delays.

Permits will not be issued until plans are approved by the Building Official and building plan review can take up to ten (10) complete workdays. *Workdays start the day after you turn your information in to the City office.*



Step 3: Determine who will do the work.

Many people hire contractors and licensed/bonded professionals (plumbers, electricians etc.) to complete projects on their property. These professionals will work with City Hall to ensure work is done properly to code. This can avoid complications and confusion.

An individual can do foundation, roofing, and carpentry work themselves whether the property is their homestead or not. If you are working on your own homestead, it is possible to do most electrical and plumbing work without hiring a licensed plumber or electrician. However, a licensed plumber is **always required** for all gas related work. If the property is not your homestead, you **MUST** hire a licensed plumber and/or electrician for electrical and plumbing projects. To pull a permit and do work on your own homestead without using a licensed plumber or electrician you must have a signed and notarized affidavit on file at City Hall.

Work will be inspected periodically by the Building Inspector. Generally, inspections will include:

- Foundation and framing inspection
- Rough-in plumbing and electrical inspection
- Final inspection

You must call City Hall and give 24-hours' notice to request an inspector at each stage of construction.

Step 4: Hook up City utilities (when needed)

A deposit or tap fee (on a new installation only) must be paid to connect the water, sewer, and electrical systems of the property. The Utility Department must be contacted to determine where lines are needed to connect to the existing services. Determine the date you will need to be connected and call City Hall at least three (3) weeks before needed. The Utility Department will connect the system(s) within that time. *****New electrical lines or upgrades are required to be underground*****. Once fees are paid, a work order will be submitted.

In some cases, a Certificate of Occupancy, may be required before utilities can be connected for full service.

NOTES:

City ordinances and adopted building codebooks are available for review and located online at: www.ci.smithville.tx.us/city-government/ordinances.

Paper copies are available at the Smithville Public Library and City Hall. For City or Building Code questions, the Building Inspector and relevant City staff will try to assist.

City staff **CANNOT** design or determine the best way for you to do your project. They **CAN** help you interpret the City Code and other regulations pertaining to your project, advise you of the requirements, and inspect the work when completed.

If you have any questions, please call City Hall at 512.237.3282.