

## **What you need to know to build, renovate, or remodel a house, erect a fence, and move a manufactured home in Smithville, Texas**

### **Step 1: Contact City Hall**

Visit or call City Hall (located at 317 Main Street, phone: 512-237-3282). Pick up copies of the rules and ordinances that affect your project. If you start a project without securing the necessary permits, you may be subjected to fines; you may be required to tear down what you already built and start the process from scratch; or both.

### **Step 2: Provide a drawing of the project**

Once you understand what city ordinances will allow you to do, you must let city officials know what you plan to do. Generally, you will be required to submit two scale drawings (scale of 1/8" to 1') not smaller than 8"x10" to show exactly what you plan to do. The drawing must show where the property lines are and where the project will be located in reference to them. You must indicate where North is. You must also state on the drawing how the building or addition will be used, the height of the structure, and where the water, sewer, and electrical lines will connect to existing city utilities. If you do not provide enough information, you will be asked to submit more details to explain what city officials need to know about your project.

### **Step 3: Plan review**

Normally, plan review takes five complete work days. The first workday begins the day after you submit your information to the city office. The review results will be available at 4:30 PM on the fifth workday. However, most of the time reviews are done much faster.

### **Step 4: Determine who will do the work**

Many people will hire contractors and licensed/bonded professionals. These professionals will need to work with City Hall to be sure the work is done correctly to code. You can do the foundation, roofing, and carpentry work on your own whether the property is your homestead or not. If you are working on your homestead, it is possible to do most of the electrical and plumbing without hiring a licensed plumber or electrician, but you MUST hire a licensed plumber to do the natural or bottled gas work. If the property is not your homestead, you MUST hire a licensed plumber and/or electrician.

Work will be inspected periodically by the building inspector. Generally, this includes 1) a foundation inspection, 2) a rough electrical and plumbing inspection and 3) a final inspection. You must call City Hall and give 24-hours notice to request an inspector at each of these stages of construction

### **Step 5: Hook up with the City utilities.**

You must make a deposit or pay a tap fee (on a new installation only) to hook up the water, sewer, and electrical systems of the property. New electric lines are to be under ground. You, your plumber or your electrician, will need to check with the Utility Department to see where the lines need to be run to connect to the existing water, sewer, or electrical services. Determine when you will be ready to hook up and call the city office at least three weeks before they are needed. The Utility Department will hook up the system(s) within that time.

### **NOTES:**

Copies of the city ordinances and adopted building codebooks are available at the Smithville Public Library and City Hall for your review. If you have city of building code questions, the building inspector and relevant city staff will try to help you. They CANNOT design the project for you or help you understand the best way to do the project. They CAN help you interpret what is required by the code and inspect the work you do to insure that it meets the code.