

Building Permit Procedure

A. Present Town of Smithville with the following documents:

- 1 Deed and legal description of property
- 2 Site plan. This is a scaled drawing of the property showing the exact location of proposed structure with dimensions from structure to property lines on all four (4) sides.
- 3 Blueprint of house/structure that includes structural, mechanical and electrical schematics.

Once all documentation is reviewed the Building Inspector will be in contact to discuss any issues, changes, or to issue a building permit. Please allow five (5) days for this step.

B. The inspector will do an onsite inspection at the following times:

- 1 Pre-build Inspection, before groundwork is started.
 - This will be a preliminary meeting between the homeowner, and/or builder, and the building inspector.
- 2 Pre-pour Inspection. At this time the following work should be completed:
 - Footings dug, plumbing installed, steel rebar installed, and all concrete forms in place. All plumbing and underground electrical components should be left uncovered and visible. Any pest or ground treatment should be done only **after** this inspection.
- 3 Framing inspection
 - Once all wood framing is completed and windows and exterior doors are installed, the inspector will perform a rough framing inspection. This will be done **before** any plumbing or electrical is installed.
- 4 Pre-drywall inspection
 - This inspection will be done once all electrical and plumbing is installed. No insulation can be installed until this inspection is completed.
- 5 Final Inspection
 - Once all finished work is completed, we will perform a final walk-through inspection. Once this is done a Certificate of Occupancy will be provided by the Town.