

**TO:** All Citizen and Property Owners within Town Limits of Smithville  
**DATE:** 28 January 2026  
**SUBJECT:** Permit Applications Required  
**MESSAGE:**

To ensure compliance with state, county, and municipal regulations, and to help protect the health, safety, and welfare of all residents, the Town of Smithville requires that permit applications be obtained prior to beginning certain types of work within the town limits.

All citizens, including residents, property owners, and contractors, etc. are hereby advised that applications **must be** submitted to Town Hall and **approved PRIOR** to commencing any of the following activities, including but not limited to:

#### **Building & Construction Permits**

- Construction of any type (residential, commercial or accessory structure)
- New homes, new businesses
- Renovations that affect structural components, load-bearing walls, or foundations
- Garages, carports, storage buildings, sheds and similar accessory structures (brought in or built)
- Demolition or removal of structures

#### **Exterior Improvements**

- Fences and gates
- Decks, patios, porches, awning and pergolas
- Concrete work, including driveways, sidewalks, slabs and parking areas
- Retaining walls
- Installation of swimming pools (above-ground or in-ground), including surrounding decks and barriers

#### **Mechanical, Electrical & Plumbing**

- Electrical work of any kind, including service upgrades, requiring new circuits
- Plumbing work when adding to or modifying existing plumbing systems
- Mechanical systems such as HVAC installation or replacement
- Installation, alteration, repair or removal of natural gas or propane systems.

## **Zoning & Land Use**

- Changes in use or occupancy of property
- Home-based businesses
- Placement of temporary or permanent structures
- Outdoor storage, displays, or equipment placement
- Use or improvement of vacant lots

## **Property Maintenance & Safety**

- Repairs affecting structural integrity or life-safety systems
- Work required to correct code violations
- Installation of required safety features such as handrails, guards, fencing and barriers
- Projects related to fire safety, emergency access or egress

## **Important Notice**

Not all projects require a permit; however, **all residents are required to notify Town Hall, by making application, PRIOR to beginning any work.** This allows the Building Department to determine whether a permit is required and ensures compliance with applicable laws and safety standards.

Failure to obtain required permits may result in stop-work orders, fines or the removal of non-compliant work, as allowed by law.

Your cooperation helps protect public safety, property values, and the overall quality of life within the Town of Smithville.

For question or assistance, please contact Town Hall before starting your project.

Respectfully,

**Will Reeves**

Building Code Official

Town of Smithville