

## **City of Flatonia**

### **Information sheet for building, renovating, remodeling, erecting a fence, moving a structure, moving in a manufactured home, and other construction projects.**

Visit or call City Hall. Discuss what you want to do. Pickup copies of permit application forms and rules that affect your project. Starting a project without securing the necessary permits can subject you to a fine and/or being required to tear down what you have started and start the process from scratch.

Generally, you will be required to submit two scale drawings not smaller than 8" X 10" with a scale of 1/8" to 1' of what you want to do and will need to show where the property lines are on the drawing. You will need to indicate North on the drawing and also. You also need to specify size of required City utility services, show where you plan to take the water, sewer and electrical lines from in the building and how they will indicate how far you are building from the property lines. You need to indicate on the drawing what the building or the addition will be used for and the height of the building connect with existing city utilities. If enough information is not supplied, you may be required to provide more detail. In addition, commercial projects may require professional drawings and design plans.

Normally, plan review takes five complete workdays. Workdays start the day after you turn your information in to the city office. The plans will be available at 4:30 p.m. on the fifth workday.

To do the work without having a licensed plumber or electrician you must be working on your homestead. Even if you are working on your homestead, you must have a licensed plumber do the natural or bottled gas work. If the property is not your homestead you can do the foundation, roofing and carpentry work but must have a licensed plumber and electrician do the plumbing and electrical work.

Work must be inspected periodically by the building inspector. Generally, this is a foundation inspection, a rough electrical and plumbing inspection, and a final inspection. You must call City Hall and give 48-hour notice for an inspection.

To hook up the water, sewer, and electrical systems of your structure you must make a deposit and pay a tap fee (if new installation). Your plumber and electrician or you 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 for these hookups and call the city office two weeks before they are needed. The Utility Department will hook up to your water, sewer and electrical lines within that two-week period. All fees must be paid prior to connection.

Copies of the city ordinances and the adopted codebooks are available at City Hall for your review. If you have city or building code questions the building inspector will try to help you. His / Her job is not to design the project for you or help you with the best way to do a project. They are there to help you interpret what is required by the code and to inspect the work done to insure it meets code.