



Planning a Project?

Permitting Process

IMPORTANT INFORMATION

What

Homeowners

Should know

**When hiring a
Contractor . . .**

For more information contact:

**Modifications Committee and
Community Standards Office**

1410 Sun City Blvd.

Georgetown, TX 78633

Phone: 512-948-7460

Fax: 512-948-7683

E-mail: camodifications@sctexas.org

**City of Georgetown
Inspections and Permitting**

300-1 Industrial Avenue

Georgetown, TX 78627

Phone: 512 930 2550

Fax: 512 931 7705

E-mail: inspections@georgetown.org

The City of Georgetown and Sun City Texas Modifications Committee have worked together to bring to you this document to help you better understand the permitting process insuring that your projects meet minimum standards and comply with City requirements.

It is the responsibility of the homeowner to make sure this process is followed. Many contractors are well versed in this process but it is your responsibility to ensure your project is handled in the appropriate manner.

Following this process, will ultimately give you the satisfaction of knowing that your project is in compliance and will help to alleviate surprises later in the process.

Completing your due diligence and checking references prior to hiring a contractor is always a good idea.

Importance of City of Georgetown Building Permit and Inspections

- ✓ Certifies compliance with at least minimum building standards at time of construction.
- ✓ Assures homeowner's insurance company that work was done according to City requirements. Reduces risk of failure to cover subsequent damage claims.
- ✓ Assures future owner that all construction meets or exceeds minimum building standards in place at time the project was inspected.
- ✓ Facilitates easier resale process.
- ✓ Peace of mind that work performed meets minimum standards for safety and that the contractor operates within City compliance standards.

PROJECTS REQUIRING CITY OF GEORGETOWN BUILDING PERMIT

- Patios and Decks
- Handicap Ramps
- Patio Cover, Pergola
- Covered Porches
- Fences
- Sidewalks and Driveways
- Swimming Pools, Spas and Hot Tubs
- Water Features over 24" deep
- Roof Replacement including minor repairs
- Solar Tubes, Sky Lights and Roof Attic Fans
- Fireplaces, Interior or Exterior
- Retaining Walls over 4'
- Irrigation Systems
- Water Heater Replacement
- Interior Remodel, Additions or Demolition
- Electrical, Plumbing, Heating or Air Conditioning Work
- Window Replacement

This list is not all inclusive. Other building projects may require a building permit. To determine if a permit is required, please contact the City of Georgetown Inspections and Permitting Department at 930-2550.

Checklist to Help Ensure Quality Work from an Ethical Contractor

- Property owner has ultimate responsibility to secure permit.
- No work should be done prior to permit, except staking of area.
- Permit, orange inspection card and plans must be posted at site.
- Inspections must be done in order specified on card and signed off when inspection is passed.
- Red tag or correction notice will be present after each failed inspection and may not be removed. A "passed" inspection is necessary for further work to begin.
- Homeowner receives permit and completed job card after job completion. Retain as important document.