

**FAQ: DO I NEED A PERMIT?**

These are just SOME examples of when you may or may not need a permit. They are NOT legally binding, nor should they replace seeking information directly from the City. Residents should ALWAYS consult the [City Code of Ordinances](#) BEFORE beginning any construction. When in doubt, EMAIL CITY HALL!

<u>WORK NEEDED</u>	<u>YES</u>	<u>NO</u>
Replacing shingles or existing roof with the same material		X
Changing roof material, underlay, structure, or adding overlays	X	
Painting inside or outside of my house		X
Moving plumbing, electrical, or gas fixtures inside your home	X	
Moving pipes outside your home	X	
Repairing or replacing a toilet, a faucet, an existing sink or tub, or ceiling fan without changing the placement of electric, water or gas lines		X
Adding another closet or changing out a regular door for a pocket door	X	
Removing and replacing drywall or flooring		X
Cutting, altering, or somehow changing a load bearing wall or support or significantly altering the inside layout of your home	X	
Changing the footprint of any structure on my property or increasing impervious coverage	X	
Repairing less than 50% of a deck or fence with the <u>same</u> materials		X
Adding a fence or deck, or significantly changing their structure or materials	X	
Changing the use of a room like a garage or screened-in patio to living space like a bedroom, bathroom or kitchen	X	

**Timeline for Permit Process for Website**

<b>Step 1</b>	<p>Submit application to City Hall, including the following items:                      -ALL required information (<a href="https://www.woodcreektx.gov/forms">https://www.woodcreektx.gov/forms</a>)                      -ALL supporting documentation (materials, site plans, photos, contractor contact info, etc.)                      -Signatures                      -Fees</p> <p>*Applications will only be considered complete once they have ALL the above items, these items are verified, filled out correctly with accurate information, and the necessary fees have been received. The timeline for action by the City does NOT begin until a COMPLETED application, per the above listed standards, has been received.</p>
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<b>Step 2</b>	Application is deemed complete and the City acknowledges receipt of all required documentation and fees. Your 45-day approval window begins. This does <u>NOT</u> mean work can begin.
<b>Step 3</b>	The City sends application materials to a 3 <sup>rd</sup> party for inspection and review. This can take up to two weeks (minimum) to receive confirmation that the plans were approved or any feedback changes needed.
<b>Step 4</b>	Before the end of 45 days, the City will notify an applicant if their application has been approved or denied. If the application is approved, a building permit will be issued. If denied, an applicant will receive written communication. The permit fee will NOT be refunded if the application is denied. The plans may be re-submitted, the process starts over, and additional fees may be incurred per Chapter 35 of the City Code of Ordinances.
<b>Step 5</b>	<u>INSPECTIONS!</u> There may be some inspections required during <u>and</u> after construction. It is VERY important you have these conducted and follow up with the City about submitting the proper documentation regarding inspection(s).

Communication is KEY! Please email the City Hall at [woodcreek@woodcreektx.gov](mailto:woodcreek@woodcreektx.gov) with questions at ANY time during the process. A meeting with staff is recommended for larger projects or for those less familiar with the permit process.

[Contact City Hall](mailto:woodcreek@woodcreektx.gov) - (512) 847-9390 or [woodcreek@woodcreektx.gov](mailto:woodcreek@woodcreektx.gov)

Please note that denied applications can mean MORE FEES or a DELAY IN WORK. Please ensure that you submit all the necessary documentation when you apply, and that you have verified the information is accurate.

Incomplete applications cause delays and misunderstandings. If you are unsure about the process or what is needed, please CALL CITY HALL or visit during office hours for assistance.  
Our wonderful staff is knowledgeable and ready to help!