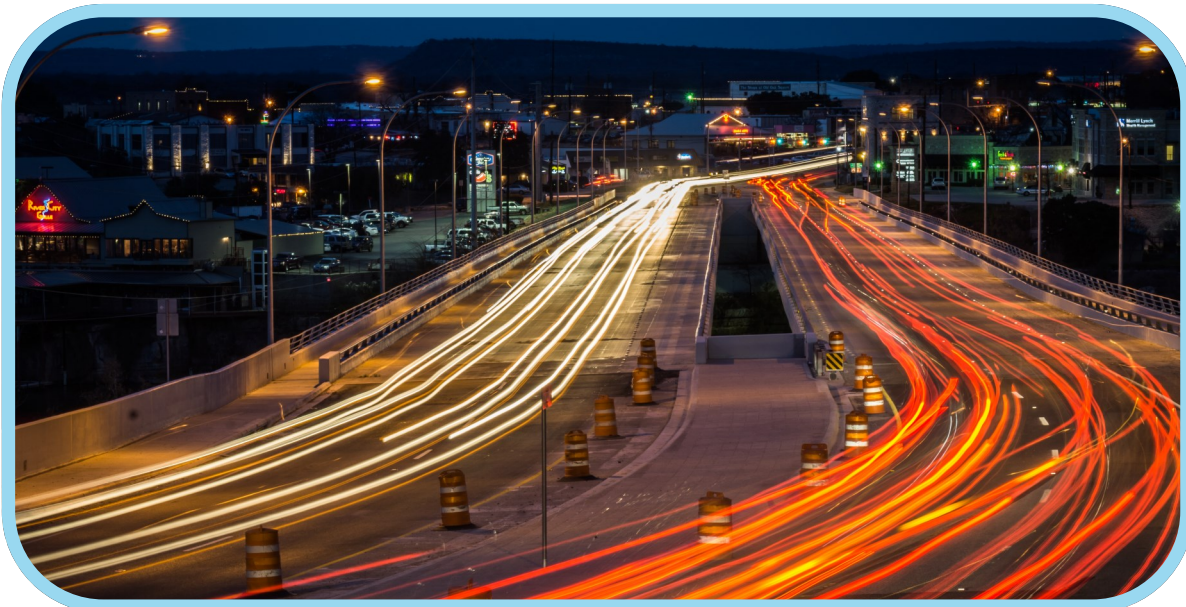


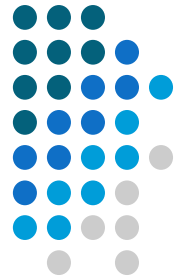
# Business Start-up Information Packet



## *Mission of the Development Services Department:*

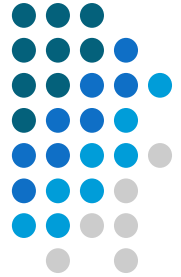
**“To educate, support and execute the building of a better community by providing our customers and the citizens of Marble Falls the resources, knowledge and professional expertise to manage our most important long term investment - Our Community.”**





## Table of Contents

<b>Welcome to Marble Falls</b> .....	1
Introduction/ How we can help .....	1
<b>Before you get started</b> .....	2
A. What will you need to open your business?.....	2
B. Frequently Asked Questions .....	2
<b>Certificate Of Occupancy</b> .....	3
A. What is a Certificate of Occupancy?.....	3
B. When is the C.O. required?.....	3
C. Steps to obtain a Certificate of Occupancy .....	3
D. Fees.....	3
E. Remodeling.....	4
F. Revocation.....	4
G. Floor Plan Example.....	4
<b>Signage</b> .....	5
A. Types of Signs.....	5
B. Steps to obtain a sign application?.....	6
C. Fee Chart.....	7
<b>Important Contact Information</b> .....	8
<b>Forms</b> .....	9
A. Certificate of Occupancy Application.....	9
B. Attached Sign Application .....	10
C. Detached Sign Application.....	11
D. Temporary Sign Application.....	12



## **Welcome to Marble Falls**

We would like to welcome you as a new business owner to the City of Marble Falls. Information for opening the doors to your new, relocated or expanded business in the City is summarized in this packet. We want to assist you to open your business in Marble Falls as quickly as you can, and we have assembled this **Business Start-Up Information Packet** to provide information that will be helpful to you.

Enclosed in this packet you will find frequently asked questions, general information, important contact numbers that we aspire to be beneficial for you, and forms that must be filled out and returned before you open to the public.

We hope that you find the information in this packet to be helpful in making your new business open smoothly. If you have any questions concerning the forms and/or the information in this packet, feel free to call Development Services at 830-798-7095 and we will be happy to assist you. As it is not feasible to put all potential information needed in the packet for each prospective business, therefore you are encouraged to contact us. For the most up-to-date information available for our community, you can visit our city's website at <http://www.marblefallstx.gov> Again, welcome to Marble Falls and thank you for your investment in our business community.

### **CITY OF MARBLE FALLS**

#### **CORE VALUES**

**Teamwork, Respect, Integrity, Pride and Professionalism**

#### **MISSION STATEMENT**

**To serve with purpose through Teamwork, Respect, Integrity, Pride and Professionalism.**





## **Before you get started**

### **A. What will you need to open your business?**

1. Certificate of Occupancy; issued by Development Services (*Required*)
2. Completed Sign Application (*if applicable*)
3. Utility Services (*Contact at your convenience*)

### **B. Frequently asked questions**

#### **i. What is the difference between a C.O. and a Building Permit?**

***A Certificate of Occupancy*** for a business is a document issued by Development Services certifying a building's compliance with applicable building codes and city ordinances, indicating it to be in a condition suitable for occupancy.

***A Building Permit*** is a permit issued for new construction, remodel construction to pre-existing structures or alterations to site/grounds that require a permit.

#### **ii. Will I need a building permit?**

Any building or structure that is to be erected, constructed, enlarged, altered, repaired, moved, improved, removed, converted or demolished requires a building permit issued by the City's Development Services Department. Cosmetic work such as painting or carpeting a floor does not require a permit. If you are unsure if a permit is needed, we recommend that you contact the Development Services Department at (830)-798-7095. It is always best to call before you proceed with any development or construction activity to prevent being charged penalty fees. For more information regarding new construction or remodeling please ask for our ***Commercial Project Developer Information Packet***.

#### **iii. How do I get utility services for my business?**

A Certificate of Occupancy must first be obtained from the Development Services Department before city water, sewer, and Waste Management trash can be activated for the business. For gas and electrical services please call the respective companies located herein at your convenience. The contact information can be located on page 8.

#### **iv. Where do I go to connect utility services?**

Water & Waste Water/ City Hall of Marble Falls- *800 Third St*  
Trash Services/ Waste Management Services- *2101 Commerce St*  
Electricity/ PEC- *4302 N Highway 281*  
Gas Services/ Atmos Energy (TXU Gas)- *By phone only*

*\* All contact information for the above listed services can be found on page 8*



## Certificate of Occupancy

### A. What is a Certificate of Occupancy? (Referred to as a C.O.)

A C.O. is a document issued by the City of Marble Falls allowing the legal occupancy of a building. The C.O. certifies a building's compliance with adopted building codes, city ordinances, deeming the building to be in a condition suitable for occupancy.

### B. When is the C.O. required?

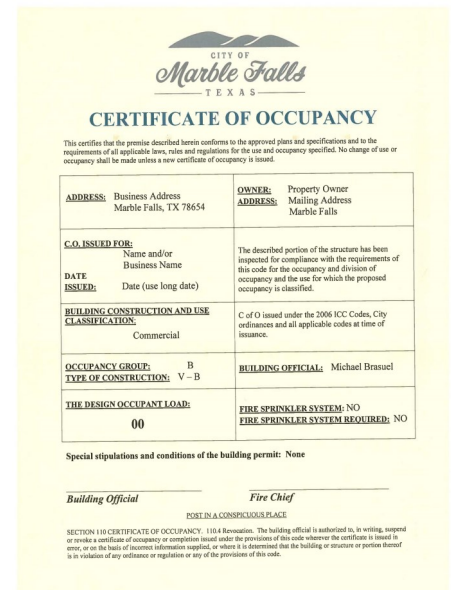
The Certificate of Occupancy must be issued prior to the new business occupancy of the space, regardless of whether or not a building permit is required. City regulations and state law require all buildings to have a Certificate of Occupancy before the space can be legally occupied. You must have a C.O. to turn on or change City water and wastewater services for your business.

### C. What are the steps to obtain a Certificate of Occupancy?

1. Complete an application for a Certificate of Occupancy at the Development Services Department. You will be required to submit a floor plan of the building or tenant space which must contain the interior layout of the building or tenant space, along with the dimensions and square footage of each room and a description of what each room will be used for in day to day operation. A Parking Plan may be requested if the Use of the building changes. *(A floor plan example can be located on the bottom of page 4.)*
2. At the discretion of the Building Official, an inspection of the property/building to determine if safety issues must be addressed, may be required.
3. Complete all actions required from the inspection(s) *(if applicable)*.
4. The Building Official and Fire Marshal will then re-inspect the property/building if required. A re-inspection is normally deemed necessary based upon the amount of corrections needed, or if life threatening safety issues had to be addressed.
5. Issuing of a Certificate of Occupancy occurs upon clearance from Building Official and Fire Marshal.
6. You may now take the Certificate of Occupancy to City Hall Utility Department to activate utility service(s) for the property/building.

### D. Fees

The fee to obtain your Certificate of Occupancy is \$30—\$60.  
*(Re-inspection fees may be applicable if accrued during inspection process.)*



CITY OF  
*Marble Falls*  
TEXAS

### CERTIFICATE OF OCCUPANCY

This certifies that the premise described herein conforms to the approved plans and specifications and to the requirements of all applicable laws, rules and regulations for the use and occupancy specified. No change of use or occupancy shall be made unless a new certificate of occupancy is issued.

ADDRESS: Business Address Marble Falls, TX 78654	OWNER: Property Owner ADDRESS: Mailing Address Marble Falls
C.O. ISSUED FOR: Name and/or Business Name	The described portion of the structure has been inspected for compliance with the requirements of this code for the occupancy and division of occupancy and the use for which the proposed occupancy is classified.
DATE ISSUED: Date (use long date)	
BUILDING CONSTRUCTION AND USE CLASSIFICATION: Commercial	C of O issued under the 2006 ICC Codes, City ordinances and all applicable codes at time of issuance.
OCCUPANCY GROUP: B TYPE OF CONSTRUCTION: V-B	BUILDING OFFICIAL: Michael Brasuel
THE DESIGN OCCUPANT LOAD: 00	FIRE SPRINKLER SYSTEM: NO FIRE SPRINKLER SYSTEM REQUIRED: NO

Special stipulations and conditions of the building permit: None

\_\_\_\_\_  
Building Official

\_\_\_\_\_  
Fire Chief

POST IN A CONSPICUOUS PLACE.

SECTION 110. CERTIFICATE OF OCCUPANCY. 1101. Enforcement. The building official is authorized, in writing, suspend or revoke a certificate of occupancy or compliance issued under the provisions of this code whenever the certificate is issued in error, or on the basis of incorrect information supplied, or where it is determined that the building or structure or portion thereof is in violation of any ordinance or regulation or any of the provisions of this code.

**Example of C.O.**



**Certificate of Occupancy continued...**

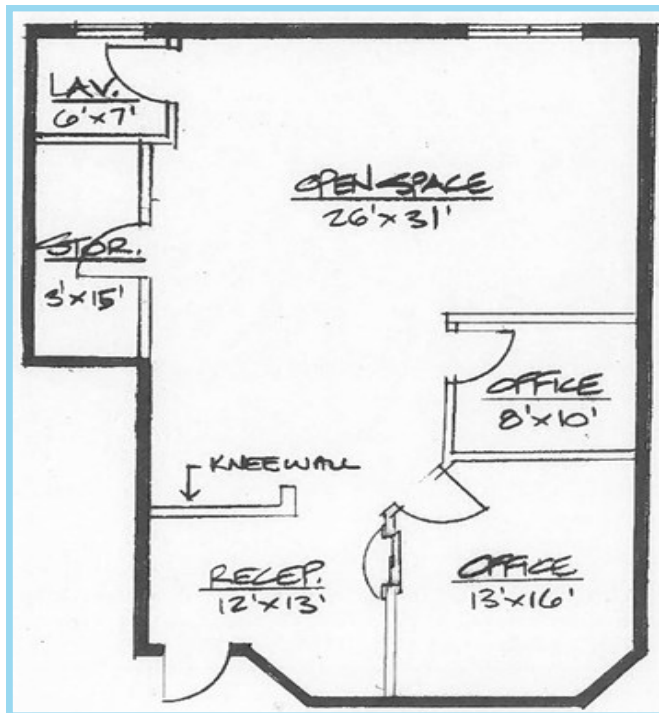
**E. Remodeling**

If you plan to do any construction or site work including electrical, plumbing, or mechanical, contact the Development Services Department to submit the proper paperwork and materials to obtain appropriate permits. All work must be completed and approved before you can obtain a Certificate of Occupancy and lawfully conduct business in your building.

**F. Revocation**

Revocation of a C.O. is something the City wants to avoid, as it results in your business closing its doors to the public until the matter is resolved so be honest and forthcoming with any and all information. The Building Official is authorized to in writing, suspend or revoke a C.O. if the certificate is issued in error, incorrect information is supplied, or it is determined that the building or structure or portion thereof is in violation of any ordinance or regulation of any of the provisions of this code. Any occupancy of building prior to approval of a C.O. shall result in a fine and possible eviction from the property until all required work, health and safety-related, is completed, and a C.O. is approved.

**G. Floor Plan Example (of building or tenant space)**



*Floor plan of Building— A scaled drawing with the dimensions of building & rooms, room uses labeled, and door swings identified.*

*\*If Occupancy requires an upgrade to bin/dumpster size which exceeds a 90 gal bin, then site plan of the property must be provided identifying the location of the bin/dumpster.*

*Most every business needs a sign. We strongly recommend taking care of your sign permit during the same time frame as the C.O.*

## A. Types of Signs

- Attached Sign
- Attached Banner Sign
- Awning Sign
- Balloons/ Gas Filled Objects
- Canopy Sign
- Community/ Public Services Sign
- Construction/ Contractor Sign
- Development Sign
- Electronic Message Sign
- Electronic Message Sign, Monument Sign
- Electronic Message Sign, Site Specific
- Feather Flag
- Freestanding Pole Sign
- Gas Fuel Electronic Message Sign
- Landmark Sign
- Monolith Sign
- Monument Sign
- Monument Sign, Multi-tenant
- Neon Sign
- Opening Soon Sign
- Plastic Stake Sign
- Pole Sign
- Political Sign
- Projecting Sign
- Realty, Real Estate/Commercial Sign
- Realty, Real Estate/Residential Sign
- Retaining Wall Sign
- Roof Sign
- Sign Reface
- Time & Temperature Sign
- Window Sign



*Freestanding Pole Sign*



*Monolith Sign*



*Attached Sign*



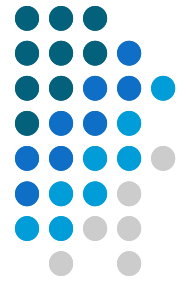
*Monument Sign*



*Attached Temporary Banner*



*Monument Multi-tenant*



**Signage continued....**

- Awning Sign
- Canopy Sign
- Directional Sign
- Electronic Message Sign
- Electronic Message Sign; Monument
- Electronic Message Sign; Site specific
- Gas/Fuel Electronic Message Sign
- Opening Soon sign
- Political Sign
- Realty, Real Estate/ Commercial Sign
- Realty, Real Estate/ Residential Sign
- Feather Flag
- Sandwich Board/Main Street District
- Neon Sign
- Pole Sign
- Projecting Sign
- Retaining Wall Sign
- Roof Sign
- Time & Temperature Sign
- Window Sign
- Sandwich Board Sign
- Landmark Sign
- Community/Public Service Sign
- Construction/ Contractor Sign
- Development Sign
- Plastic Stake Sign
- Balloons /Gas filled objects

*\*Please contact the Development Services Department for sign requirements and any other information you may need regarding the above signs.*

**B. What are the steps to obtain a Sign Permit?**

1. Identify the proposed sign(s).
2. Obtain the correct sign application form.
3. Follow the sign requirements as stated in the Sign Ordinance—Chapter 20.
4. Fill out the sign permit application with the correct contact and proposed sign information.
5. Include graphics with a pictorial representation and dimensions of the sign(s).
6. Include the square footage of each sign and total square feet of all sign(s) being permitted.
7. Include a legal site plan indicating the property line boundaries and the location of the sign(s).
8. Return the form to the Development Services Department for review and permitting or apply on the customer portal at [mygovernmentonline.org](http://mygovernmentonline.org).





**Signage Continued...**

**C. Fees Chart**

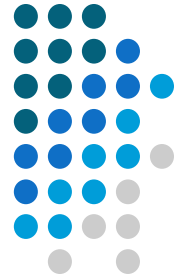
Sign Type	Fee
Attached Sign (Non-Illuminated)	\$50.00 & \$2.00 per sq foot
Attached Sign (Illuminated)	\$60.00 & \$2.00 per sq foot
Monument Sign ( Non-Illuminated)	\$50.00 & \$2.00 per sq foot
Monument Sign (Illuminated)	\$60.00 & \$2.00 per sq foot
Monument Sign, Multi-tenant (Non-Illuminated)	\$150.00 & \$2.00 per sq foot
Monument Sign, Multi-tenant (Illuminated)	\$175.00 & \$2.00 per sq foot
Monolith Sign (Non-Illuminated)	\$50.00 & \$2.00 per sq foot
Monolith Sign (Illuminated)	\$60.00 & \$2.00 per sq foot
Freestanding/Pole Sign (Non-Illuminated)	\$100.00 & \$2.00 per sq foot
Freestanding/Pole Sign (Illuminated)	\$150.00 & \$2.00 per sq foot
Electronic Message Sign, Monument	\$200.00 & \$2.00 per sq foot
Electronic Message Sign, Standard *	\$300.00 & \$2.00 per sq foot
Window Signage	\$2.00 per sq foot
Retaining Wall Sign & Wall Sign	\$60.00 & \$2.00 per sq foot
Sign Reface	\$30.00
Development Sign	\$500.00 annually
Directional Sign	\$30.00 per sign or minimum \$50 permit fee
Temporary Signs (all types)	\$50.00
Temporary Sign Annual Permit (Downtown)	\$50.00 annually
Landmark Sign (Application and Permit Fee)	\$500.00

**Signs that Do Not require a permit but still need to follow the Sign Ordinance.**

Commercial Real Estate Sign	No Fee
Residential Real Estate Sign	No Fee
Commercial Contractor Sign	No Fee
Residential Real Estate Sign	No Fee
Community or Public Service	No Fee

*A separate electrical permit is required to be obtained by a licensed electrician for signs requiring electrical components . Any sign(s) erected without first having obtained a permit shall be subject to a penalty fee of twice (2x) the base permit fee amount .*

*\*Fee shall apply to all forms of electronic signage defined herein, with the only exception being the Electronic Message Sign, Monument.*



## **Important Contact Information**

### **Development Services Department**

Monday - Friday, 8 am - 5 pm  
801 Fourth Street  
Marble Falls, Texas 78654  
(830) 798-7095  
(830) 798-8558 (Fax)  
(830) 798-7090 (Inspection Line)

### **City Hall of Marble Falls**

Monday - Thursday, 8am - 5:30pm  
Friday 8am - 5pm  
800 Third St  
Marble Falls, Texas 78654  
(830) 693-3615

### **Waste Management (Trash Service)**

Monday - Friday, 8 am - 5pm  
2101 Commerce St  
Marble Falls, TX 78654  
(830) 693- 3513  
(830) 693- 6997 (Fax)

### **Pedernales Electric Cooperative (PEC)**

Lobby Hours: Monday-Friday, 8 am- 5pm  
Drive-through & Phone Hours:  
7 am- 5:30 Pm  
24 Hour Drop Box  
4302 N Highway 281  
Marble Falls, TX 78654  
(830) 693- 5525

### **Chamber of Commerce**

Monday -Friday, 8 am - 5pm  
916 Second St  
Marble Falls, TX 78654  
(830) 693-2815  
(830) 693-1620 (Fax)

### **Marble Falls Visitor's Center**

Monday - Friday, 8 am -5 pm;  
Saturday, 10 am -2 pm  
100 Avenue G  
Marble Falls, TX 78654  
(830) 693- 4449  
[info@marblefalls.org](mailto:info@marblefalls.org)

### **Atmos Energy (TXU Gas)**

*By phone only*  
(800) 460-3030  
(214) 550-6818 (Fax)

### **Fire Department**

700 Avenue N  
Marble Falls, TX 78654  
(830) 693-4060  
(830) 693-0210 (Fax)

### **Police Department**

606 Avenue N  
Marble Falls, TX 78654  
(830) 693-3611  
(830) 693-5481 (Fax)

### **Marble Falls Economic Development Corporation**

801 Fourth St  
Marble Falls, TX 78654  
(830) 798-7079  
(830) 798-8558 (Fax)





## Certificate of Occupancy Application

Property Address: \_\_\_\_\_

Name of Business: \_\_\_\_\_

Present or previous use: \_\_\_\_\_

Proposed Use: \_\_\_\_\_

Square footage of space you are occupying: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

Property Owner: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

Tenant: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

Will there be any structural, electrical, plumbing, or HVAC changes to accommodate the new occupancy? If yes, explain:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Floor Plan of the space to be occupied must be submitted with application.

*I hereby certify that the work covered by this application is authorized by the owner in fact and that I am authorized to make this application. I further certify that the information shown above is true and correct, and I agree to comply with all of the applicable city codes and ordinances, and laws of the state of Texas, and the approved plat, plan and specifications. I further certify that I will obtain all necessary permits for any site or building work I will undertake and that this form does not serve as a permit application.*

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signage will require a permit and a 9-1-1 Address request will be needed if the building was divided into additional suites to be leased out.

CERTIFICATES OF OCCUPANCY AND COMPLIANCE (§§ 1010--1019)

[1010. Generally.]

- A. No existing building and no building erected or structurally altered, shall be occupied, used or changed in use until a certificate of occupancy and compliance shall have been issued by the building official, stating that the building and proposed use of building or land complies with all provisions of this code and all other applicable building and health laws and ordinances and with the provisions of this code and all other ordinances relating to electrical and plumbing installation and with the provisions of this chapter. Certificates of occupancy and compliance shall be applied for coinciding with the application for a building permit and shall be issued within five (5) days after the erection or structural alteration of such building shall have been completed in conformity with the provisions of this chapter and the other laws and ordinances referred to in this section. A record of all certificates shall be kept on file in the office of the building official and copies shall be furnished on request to persons having a proprietary or tenancy interest in the building affected. No fee shall be charged for an original certificate, but for copies of an original certificate there shall be a charge of fifty cents (\$.50) each.
- B. The use of a building erected prior to adoption of this ordinance shall not be changed from one class to another, unless and until a certificate of occupancy and compliance with the provisions of this chapter has been obtained from the building official.
- C. Before the issuance of a certificate of occupancy and permit to engage in the sale of beer or wine in connection with a restaurant or cafe by the building official, to whom the applicant has been certified as having complied with all ordinances of the city applicable to the sale of beer and wine, the applicant shall file with the city health officer showing compliance with all sanitary and health laws, ordinances and regulations of the state and the city.

(Code 1967, 45-13)

# Attached Sign Permit Application

<b><u>Contact Information</u></b>					
Street Address of Sign: _____					
Applicant Name: _____			Contact Number: _____		
Phone Number: _____			Email: _____		
Mailing Address: _____					
City		State		Zip	
Name of Business: _____			Manager/Owner: _____		
Contact Number: _____			Email: _____		
Business Mailing Address: _____					
City		State		Zip	
<b><u>Sign Description</u></b>					
Is <b>Current</b> Attached Sign Illuminated?		Yes	No	Will <b>New</b> Attached Sign be Illuminated?	
				Yes	
				No	
Wording on Attached Sign: _____					
Square Footage of Attached Sign: _____			Value of Sign: _____		
Linear Feet of Building Frontage: _____					
<i>(For every 1 linear foot of building frontage, you are allowed 1 square foot of signage)</i>					
Where and how is sign being attached: _____					
Type of material used to construct sign: _____					
<b><i>A proof, drawing, rendering or photo of sign must accompany application. Sign location must be depicted on a site plan or map – for assistance please contact Development Services Staff.</i></b>					

Please review the City of Marble Falls Sign Ordinance while preparing a Attached Sign application. A copy of the ordinance is available upon request or can be obtained through the city's website, <http://www.marblefallstx.gov>, or directly at [www.municode.com](http://www.municode.com).

**All information must be supplied in full at the time of submittal. If information is not submitted in full the plan review process will stop immediately and all information will be given back to applicant.**

*I hereby certify that the work covered by this application is authorized by the owner of the property and/or building and that I am authorized to complete this application. I further certify that the information shown above is true and correct, and I agree to comply with all of the applicable city codes and ordinances, and laws of the state of Texas, and the approved plat, plan and specifications. I further certify that I will use the subcontractor listed and approved or will contact the Development Services Department for a change order. I further certify that I have read and understand the fees associated with this permit application.*

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

# Detached Sign Application

**JOB ADDRESS:** \_\_\_\_\_

**Detached Sign Type:**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Monument Sign              | <input type="checkbox"/> Monolith Sign       | <input type="checkbox"/> Freestanding or Pole Sign |
| <input type="checkbox"/> Multi-tenant Monument Sign | <input type="checkbox"/> Retaining Wall Sign | <input type="checkbox"/> Reface Sign               |
| <input type="checkbox"/> Development Sign           | <input type="checkbox"/> Directional Sign    | <input type="checkbox"/> Wall Sign                 |

Applicant Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

Property Owner: \_\_\_\_\_ Contact Number: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

Detached Sign Description		
Wording on Detached Sign: _____		
Description of Detached Sign: _____ <small>(Include sign description and material sign is made of: stone, brick and/or stucco, etc.)</small>		
Is <b>Current</b> Detached Sign Illuminated?	Yes No	Will <b>New</b> Detached Sign be Illuminated? Yes No
Sign Surface Area: _____	Gross Surface Area: _____	Setback: _____
Height of Sign: _____	Width of Sign: _____	Total Square Feet of Sign: _____
Material Type(s): _____	Estimated Value of Sign: _____	
<b><i>A proof, drawing, rendering or photo of sign must accompany application. Sign location must be depicted on a site plan or map – for assistance please contact Development Services Staff.</i></b>		

Please review the City of Marble Falls Sign Ordinance while preparing a Detached Sign application. A copy of the ordinance is available upon request or can be obtained through the city's website, <http://www.marblefallstx.gov>, or directly at [www.municode.com](http://www.municode.com).

**All information must be supplied in full at the time of submittal. If information is not submitted in full the plan review process will stop immediately, and all information will be given back to applicant.**

*I understand and acknowledge the limitations, requirements and time frames associated with the detached sign which I have applied herein. I further agree and understand that failure to maintain or display the detached sign as permitted may result in revocation of any detached sign permit for six (6) months.*

*I hereby certify that the work covered by this application is authorized by the owner in fact and that I am authorized to complete this application. I further certify that the information shown above is true and correct and I agree to comply with all the applicable city codes and ordinances, laws of the state of Texas and the approved permit/plot/plan and specifications. I further certify that I will use the subcontractor listed and approved or will contact the building department for a change order. **I further certify that I have read and understand the fees associated with this permit application.***

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

# Temporary Sign Application

**JOB ADDRESS:** \_\_\_\_\_

**Temporary Sign Type:**

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Attached Banner Sign                | <input type="checkbox"/> Plastic Stake Sign         | <input type="checkbox"/> Feather Flag Sign **             |
| <input type="checkbox"/> Balloons/Gas Filled Objects         | <input type="checkbox"/> Special or Temporary Event | <input type="checkbox"/> Community or Public Service Sign |
| <input type="checkbox"/> Sandwich Board Main Street District | <input type="checkbox"/> Temporary Sandwich Board   | <input type="checkbox"/> Human Sign                       |

Applicant Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

Property Owner: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

**\*Only one type of detached temporary sign type is allowed to be permitted at a time unless there is a grand opening or business relocation.  
\*\*Individual businesses within a multi-tenant shopping center may be permitted one (1) feather flag for six (6) months for each instance. (As opposed to the typical 2 feather flags per business.)**

Temporary Sign Description		
Purpose of Temporary Sign: _____ <i>(Event, promotion, grand opening, etc.)</i>		
Wording on Temporary Sign: _____		
Height of Sign: _____	Width of Sign: _____	Total Square Feet of Sign: _____
Material Type: _____	Estimated Value of Sign: _____	
<b><i>A proof, drawing, rendering or photo of sign must accompany application. Sign location must be depicted on a site plan or map – for assistance please contact Development Services Staff.</i></b>		

**Temporary Sign All Types      \$50.00 Per Permit      Sandwich Board Signs (Downtown only)      \$50.00 Annual**

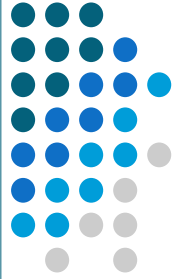
Additional information regarding temporary signage can be found at our City website, [www.marblefallstx.gov](http://www.marblefallstx.gov) and/or you may contact Development Services.

**All information must be supplied in full at the time of submittal. If information is not submitted in full the plan review process will stop immediately, and all information will be given back to applicant.**

*I understand and acknowledge the limitations, requirements and time frames associated with the temporary sign which I have applied herein. I further agree and understand that failure to maintain or display the temporary sign as permitted may result in the revocation of any temporary sign permit for six (6) months.*

***I hereby certify that the work covered by this application is authorized by the owner in fact and that I am authorized to complete this application. I further certify that the information shown above is true and correct and I agree to comply with all the applicable city codes and ordinances, laws of the state of Texas and the approved permit/plan and specifications. I further certify that I will use the subcontractor listed and approved or will contact the building department for a change order. I further certify that I have read and understand the fees associated with this permit application.***

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_



*"A City Where Business is Pleasure"*

**Contact Information**

**Development Services Department**

Monday - Friday, 8 am - 5 pm

801 Fourth Street

Marble Falls, Texas 78654

(830) 798-7095

(830) 798-8558 (Fax)



<http://www.marblefallstx.gov>