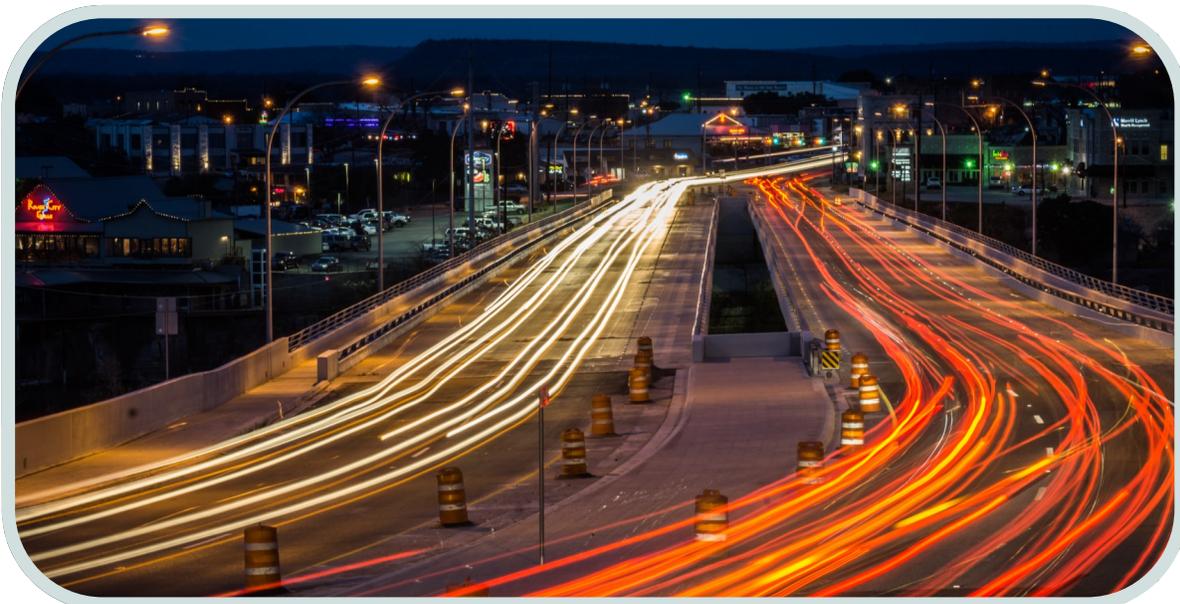


Business Start-up Information Packet



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.”



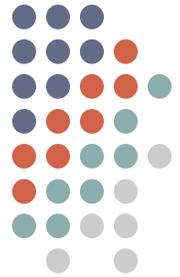


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Welcome to Marble Falls

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

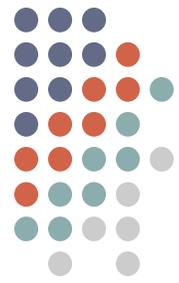
CORE VALUES

Teamwork, Professionalism, Integrity, Can-Do Attitude, Creativity, Pride, Trust, Respect

MISSION STATEMENT

We pledge to provide those who live, work and visit Marble Falls with quality service and effective government that is open and responsive to the needs and values of the community.





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***.

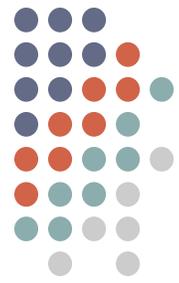
iii. How do I get utility services for my business?

A Certificate of Occupancy must first be obtained from the Development Services Department before city water, sewer, and Republic Services 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/ Republic Services- *2101 Commerce St*
Electricity/ PEC- *3105 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?

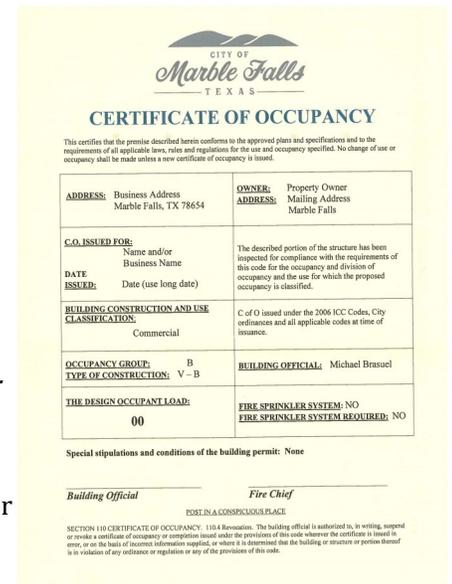
The Certificate of Occupancy must be issued prior to the new business occupancy of the space, regardless of whether or not a building permit is required. City regulations and state law require all buildings to have a Certificate of Occupancy before the space can be legally occupied. You must have a C.O. 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 floor plan example can be located on the bottom of page 4.)*
2. If required, the Building Official and Fire Marshal will conduct an inspection of the property/building to determine if safety issues must be addressed. If the current business is changing over to a similar business, and there is no reconstruction to the tenant space or business, an inspection is not necessary.
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 Certificate of Occupancy to City Hall Utilities Department to activate utility service(s) for the property/building.

D. Fees

The fee to obtain your Certificate of Occupancy is \$35.
(Re-inspection fees may be applicable if accrued during inspection process.)



CITY OF
Marble Falls
TEXAS

CERTIFICATE OF OCCUPANCY

This certifies that the premises 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 until a new certificate of occupancy is issued.

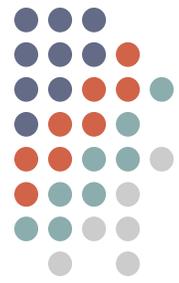
ADDRESS: Business Address Marble Falls, TX 78654	OWNER: Property Owner ADDRESS: Mailing Address Marble Falls
C.O. ISSUED FOR: Name and/or Business Name	The described portion of the structure has been inspected for compliance with the requirements of this code for the occupancy and division of occupancy 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 - 110.4 Reissuance. The building official is authorized to, in writing, suspend or revoke a certificate of occupancy or completion issued under the provisions of this code whenever the certificate is issued in error or on the basis of incorrect information supplied, or when it is determined that the building or structure or person named in it is in violation of any ordinance or regulation or any of the provisions of this code.

Example of C.O.



Certificate of Occupancy continued...

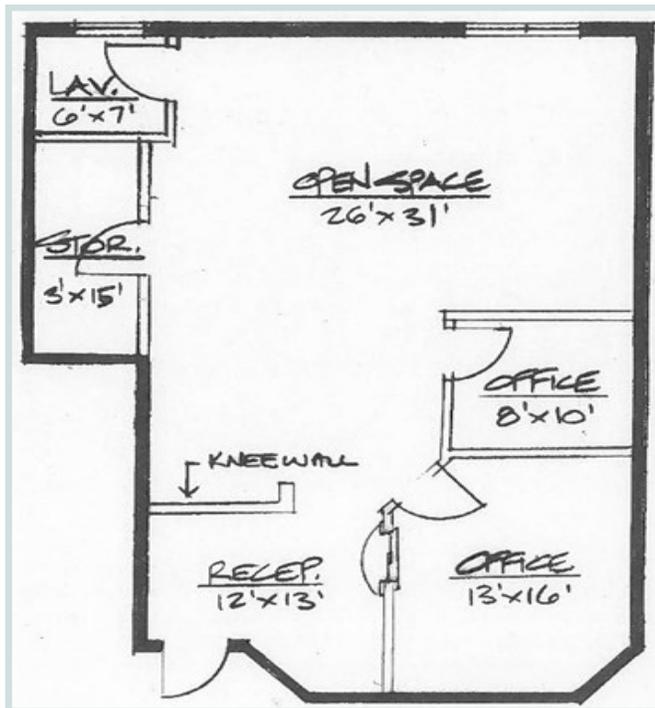
E. Remodeling

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.

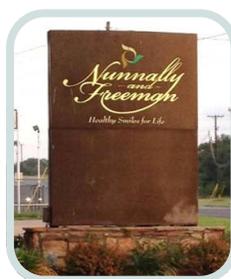
A. Types of Signs

- 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
- Garage Sale 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
- Sandwich Board- Main St District
- Sandwich Board- Weekend
- Sandwich Board- 30 Day

**For sign requirements you may reference the “Sign Quick Guide” located on the City’s website at <http://http://tx-marblefalls.civicplus.com/340/Permit-Information> or contact the Development Services Department for a print out.*



Freestanding Pole Sign



Monolith Sign



Attached Sign



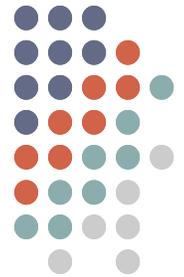
Monument Sign

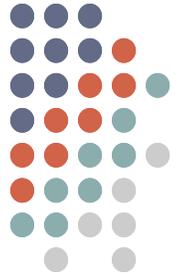


Attached Temporary Banner



Monument Multi-tenant





Signage continued....

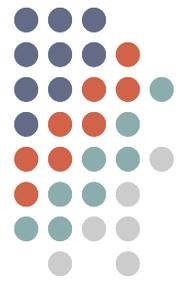
- Awning Sign
- Canopy Sign
- Directional Sign
- Electronic Message Sign
- Electronic Message Sign; Monument
- Electronic Message Sign; Site specific
- Gas/Fuel Electronic Message Sign
- Opening Soon sign
- Political Sign
- Realty, Real Estate/ Commercial Sign
- Realty, Real Estate/ Residential Sign
- Garage Sale 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 attached to the back of the permit application form.
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 form to the Development Services Department for review and permitting.





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
Temporary Signs (all types)	\$10.00
Temporary Sign Annual Permit	\$40.00 annually
Landmark Sign (Application and Permit Fee)	\$500.00
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) 798-7095 (Inspection Line)
Sarah Holden, Permit Technician (830) 798-7081
sholden@marblefallstx.gov

Republic Services (Trash Service)

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

Chamber of Commerce

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

Atmos Energy (TXU Gas)

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

Police Department

209 Main St.
Marble Falls, TX 78654
(830) 693-3611
(830) 693-5481 (Fax)

City Hall of Marble Falls

Monday -Friday, 8am - 5pm
800 Third St
Marble Falls, Texas 78654
(830) 693-3615
(830) 693-6737 (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
3105 N Highway 281
Marble Falls, TX 78654
(830) 693- 5525

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

Fire Department

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

Additional information may be required to complete your application.

Certificate of Occupancy Fee: \$35.00, due at the time the application is submitted.

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: _____

Office Use Only			Date Received: _____	
CO Fee Paid (initial): _____			Occupancy Group: _____	
Permit Needed Yes No			Type of Construction: _____	
Zoning: _____			Occupant Load: _____	
Permitted Use Yes No			Independent Exits: _____	
			Issue Initial: _____	
			Do Not Issue Date: _____	

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 (\$0.50) 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

<u>Contact Information</u>		
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

<u>Sign Description</u>	
Attached Sign Illuminated?	Yes No
Wording on Attached Sign: _____	
Square Footage of Attached Sign: _____	Value of Sign: _____
Linear Feet of Building Frontage: _____	
<small>(For every 1 linear foot of building frontage, you are allowed 1 square foot of signage)</small>	
Where and how is sign being attached: _____	
Type of material used to construct sign: _____	
<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>	

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.

The Attached Sign Permit Application requirements are listed on the back of this application.

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.

Signature of Applicant

Date

Signature of Owner

Date

For Office Use Only: Issue / Do Not Issue Date: _____

Initial: _____

****Sign requirements located on the back of this form***

Attached Sign Application Requirements:

The following is a checklist of items that must be included with Attached Sign applications. Please review the City of Marble Falls Sign Ordinance while preparing an Attached Sign application. A copy of the ordinance is available upon request or can be obtained through the city's website, <http://www.ci.marble-falls.tx.us>, or directly at www.municode.com. Contact the Development Services Department, 830.798.7095 for more information or for any questions you may have.

General Requirements:

Ordinance 2012-0-02C

A. Permanent Building Signage: Signs, when attached to buildings shall advertise only services or products which are offered within the building to which the sign is attached.

1. Construction/Installation Standards: Such signs shall not extend above the roof line of such building for more than two (2) feet. Under no circumstances shall an attached sign be allowed to extend past the ends of a building or more than two (2) feet above the roof line of a building nor cover more than fifty (50) percent of the front or side of a building. Attached Signs shall not extend more than 15 inches from the face of the building surface, unless it meets the requirements to be classified as a Projected or Awning Signs, which the applicable regulations to those sign categories shall apply.

a. All letters and numbers shall be Typeset, and address numbers shall be attached directly to the face of the sign. Reflective surfaces are not permitted.

b. Lighting: Internal or External Lighting of Attached Signs is allowed.

2. Maximum Size: The total area of all Signs attached to the building shall not exceed one (1) square foot to each one (1) linear foot of building front. Buildings adjacent to a side street shall be allowed to include the linear footage of the side of the building adjacent to an improved side street when calculating the total allowable sign area.

3. Awning Sign:

a. Maximum Area/Allocation: Awning Signs shall be erected under the allotted square footage for total area attached to buildings as prescribed above.

b. Awning Signs shall not be constructed of banners or non-rigid materials, unless it is constructed as a structural element of the awning itself, such as a business name stitched into or printed upon the material of the awning canopy.

c. Awning Signs in the Main Street District

i. An Awning Sign in the Main Street District shall not project more than two feet (2') from the awning it is affixed.

ii. An Awning Sign in the Main Street District can project over sidewalks and walkways in the public right-of-way.

d. Awning Signs in all other districts:

i. An Awning Sign shall not project more than one foot (1') from the awning it is affixed.

ii. An Awning Sign shall not project over public right-of-way.

4. Neon Sign

- a. Allocation: Neon Signs are allowed but must be erected within the allotted Attached Signs attributed to a building.
- b. Maximum Area: Established by maximum attached Sign square footage to building.
- c. Display: Neon Signs are prohibited from pulsing, flashing, or any other function that would create a moving sign. The display of Neon signs is to provide a form of fixed illumination.
- d. Location: Neon Signs are prohibited from attachment to any form of detached signage. Neon Signs shall be permitted to be attached to buildings within which a business operates. Neon Signs are prohibited from attachment to accessory structures or detached structures from the primary business building.
- e. An "Open" neon sign within a window of a business or attached to the exterior of the business shall not be counted as Sign square footage for a building allotment. An "Open" sign shall be limited to four (4) square feet.

5. Projecting Sign: No sign structure or sign support attached to a building shall project from the building more than two (2) feet, except for signs placed on a business in the Main Street District. Such projections must be a minimum of eight (8) feet above the walkway adjacent to the building for head clearance. Projecting Signs shall not be supported by any structural support poles, but shall be an extension of the building façade. Projecting Signs shall not extend farther than 6 feet from the building face which it is attached.

B. Window Signage

1. Purpose: To maintain the functional use of windows in buildings as they are intended to be utilized and minimize the volume of signage within windows on structures.
2. Window signs are permitted. The total area of all window signs on any given elevation of a building may not exceed 25% of the window area of that elevation.
3. No single window sign shall exceed a fifty percent (50%) cover of the area of the window.



Detached Sign Application

JOB ADDRESS: _____

Detached Sign Type:

- Monument Sign
- Multi-tenant Monument Sign
- Development Sign
- Monolith Sign
- Retaining Wall Sign
- Directional Sign
- Freestanding or Pole Sign
- Reface Sign
- 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>	
Detached Sign 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: _____
<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>	

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 of 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.

Signature of applicant: _____ Date: _____

Office Use Only	
Issue	DO NOT Issue
Date:	Expiration 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- 30day | <input type="checkbox"/> Sandwich Board - Weekends | <input type="checkbox"/> Sandwich Board Main Street District |

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.*

Temporary Sign Description

Purpose of Temporary Sign: _____
(Event, promotion, grand opening, etc.)

Wording on Temporary Sign: _____

Height of Sign: _____ Width of Sign: _____ Total Square Feet of Sign: _____

Material Type: _____ Estimated Value of Sign: _____

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.

Temporary Sign All types \$10.00 Per Permit

Temporary Sign Annual Permit \$40.00 Annually

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 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 of 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.

Signature of applicant: _____ Date: _____

Office Use Only

Issue	DO NOT Issue	
Date:		Expiration Date:

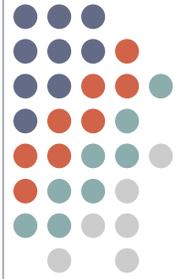
Only one type of detached temporary sign type is allowed to be permitted at a time, unless there is a grand opening or business relocation.

Temporary Sign Guide					
Sign Type	Maximum Size	Max Height/Width	Allocation	Permit Time Frame	Removal/Storage
Attached Banner Sign*	32 SQ FT	NA	1 per business	45 days	Permit expiration, hazardous weather conditions &/or visible damage or wear and tear
Sandwich Board	24 SQ FT	Height: 6 FT Width: 4 FT	1 per business	45 days	Daily
			2 per business	30 days	
			1 per business	1 day a week for 1 year	
			2 per business	Weekend days accumulating to 30 days	Permit expiration &/or Monday 8 am
Feather Flag	48 SQ FT	Height: 16 FT Width: 3 FT	2 per business	6 months	Permit expiration, hazardous weather conditions &/or visible damage or wear and tear
			1 per business	1 day a week for 1 year	
Plastic Stake Sign	6 SQ FT	Height: 3 FT	1 per business	15 days	Permit expiration, hazardous weather conditions &/or visible damage or wear and tear
Balloons/Gas filled objects	N	NA	1 per business	Openings: 30 days Occasions: 14 days	Permit expiration, hazardous weather conditions &/or visible damage or wear and tear
Community/Public Service Sign	32 SQ FT	NA	Commercial & Industrial Zoning Districts Only	60 days	Permit expiration, hazardous weather conditions &/or visible damage or wear and tear
Sandwich Board Main Street District	5 SQ FT	Height: 4FT Width: 3 FT	1 per business	1 year	Daily

* Attached Banner Signs must be attached to buildings or structures.

Note: No temporary sign type herein shall be allowed in place of a permanent sign for the business/development. A permanent sign for the premises is required for a business/development to permit and erect temporary signage.

"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>

