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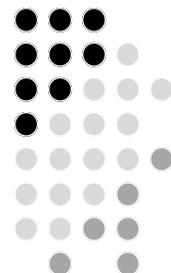
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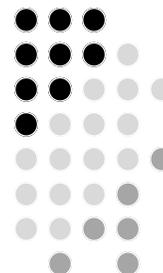
## Commercial Plan Requirements

### **A. What work requires a permit?**

Any building or structure that is to be erected, constructed, enlarged, altered, repaired, moved, improved, removed, converted or demolished requires a building permit from the City of Marble Falls. Cosmetic work, such as painting or carpeting a floor, does not require a permit. If you are unsure that a permit is needed, it is recommended for you to contact the Development Services Department. If you have been told that a permit is not required, it is always best to call before you proceed with any development or construction activity to prevent from being charged penalty fees.

### **B. Commercial Plan Review Checklist**

The plan review process consists of checking the completeness of your construction plans. Our staff will be verifying that you are in compliance with our zoning ordinances and building codes. This review takes place prior to any permits being issued. The checklist items may be submitted online via [mypermitnow.org](http://mypermitnow.org) or in person.



## New Commercial Construction Plan Review Checklist

The plan review process consists of checking the completeness of your construction plans. Our staff will be verifying that you are in compliance with our zoning ordinances and the International Building Code 2015 and National Electric Code 2015. This review takes place prior to any permits being issued.

Below is a list of requirements needed for the city to conduct a review for all new commercial construction. ***Application and plans will not be accepted if any the following required documents or information are not presented at the time of submission. Plan Review Fee will be accepted and processed when plans are submitted and accepted for review.*** \*Please consult with Staff prior to your submission to determine applicability of items

- Permit Application form (completed) OR you may submit online via [www.mypermitnow.org](http://www.mypermitnow.org)
- Digital copy of construction plans drawn to scale on CD or flash drive.
  - Site plan for new structures or additions, drawn to scale.
  - Location of all utilities, including existing lines and proposed lines and taps
  - Existing and/or proposed meter size(s)
  - Driveway location(s)
  - All parking spaces including size and maneuvering area/fire lanes defined/ADA spaces defined
  - Landscaping plans (including irrigation, if applicable\*)
  - Sign location(s) (existing or proposed)
  - Existing and/or proposed Fire Hydrant location(s)
  - Drainage plan (must meet requirements of adopted Drainage Criteria Manual)
  - Floor plan & area schedules
  - Foundation plan including details on rebar, footers, piers and depth, etc.  
*(\*when an engineer is designing the foundation plan his or her stamp and signature must be apparent on the foundation plan sheet)*
  - Framing plan
  - Exterior elevations & cross section detail
  - Roof plan
  - Mechanical plan
  - Electrical plan
  - Plumbing plan
- Com-Check for energy efficiency. Please go to [www.energycodes.gov](http://www.energycodes.gov) to obtain this form.
- NPS permit application/exemption application\* (including site plan showing erosion controls)
- Floodplain Development Permit Application if the building is in a flood hazard zone\*
- ADA number **if over \$50,000** ([www.license.state.tx.us/AB/abrules](http://www.license.state.tx.us/AB/abrules)) Reference 68.54

## **Commercial Plan Requirements continued...**

### **i. Commercial Energy Code Compliance (COMcheck)**

Any applications where doors, windows or insulation will be added or replaced need a COMcheck. The applicant must provide this form that can be found on the website [www.energycodes.gov](http://www.energycodes.gov). It asks questions regarding energy efficiency for the project. It is then submitted along with the site plan and application

### **ii. Non-Point Source Pollution (NPS)**

Non-point Source Pollution results from land runoff, precipitation, drainage, seepage, etc. Any applications submitted where dirt will be disturbed will need to submit an NPS form.

### **iii. NPS Exemption**

*You may be NPS exempt if:*

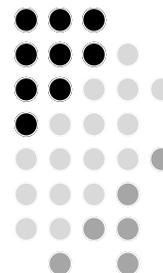
- Development has been permitted by LCRA with no improvements, additions, or revisions as of July 9, 2007
- Development has been final platted before July 9, 2007
- Development or redevelopment consisting of 1 acre of land or less that is not part of a common planned of development

*For questions regarding NPS and the eligibility of exemption, please contact the Building Official.*

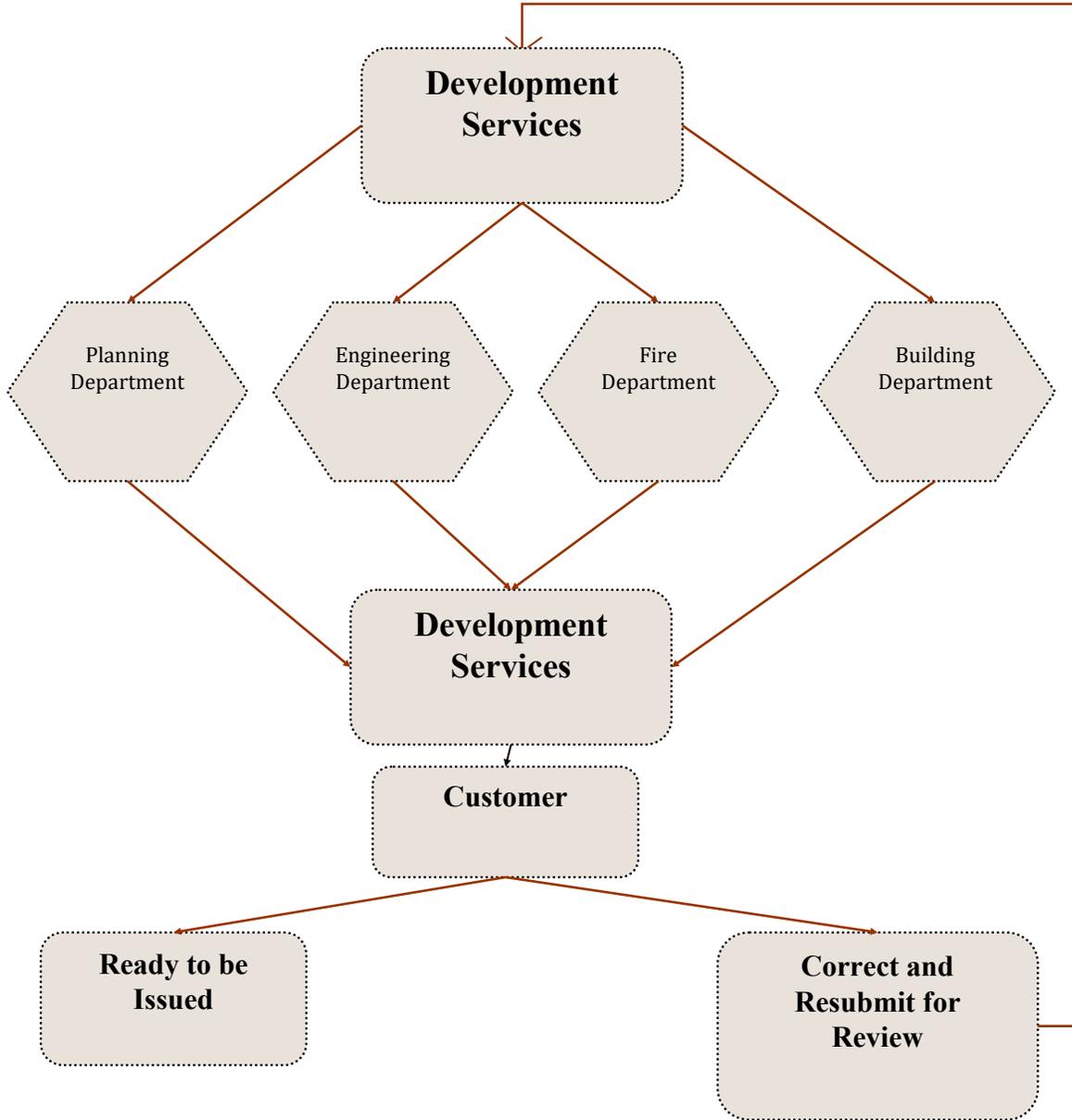
## **Review Process**

Any new commercial construction, remodel, finish-out, or site development is required to go through a Commercial Plan Review. You will be required to complete a building application and submit to us one digital copy; the rest of the requirements are on page 1. The construction plans will need to be stamped by an Engineer before submission of the plans. There is a fee for the plan review, listed on page 3, and the plan review will not begin until all applicable fees for the plan review are paid. Once the detailed review of the plans is conducted by all required reviewers, the reviewers may issue comments requiring the applicant to modify and resubmit plans or provide additional information. If a resubmit is necessary, an additional plan review fee is required. After the plans have been approved Development Services department issues the permit.

*For the Review Process flowchart, see the Review Flowchart on page 6.*



**A. Review Process Flow Chart**



**Review Process Continued...**

**B. Re-submittals**

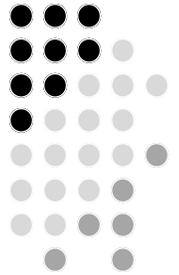
Re-submittals are required due to the lack of information provided. If this happens, you will be required to re-submit the plans for review or provide some form of supplementary information. Comments may be issued by the reviewing department when issues regarding code compliance or constructability vagueness is present. These comments may require the applicant to provide additional or supplementary information needed.

**Zoning**

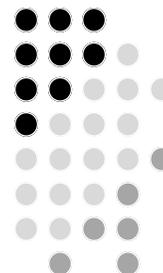
Permitting requirements vary depending on property zoning designations. The specific zoning classification for your property will determine the allowed uses on the property; size such as height, area, and bulk regulations; setbacks on the property or building lines, and other things. You can verify your own zoning using the City GeoWeb Portal, <http://tx-marblefalls.civicplus.com/278/Interactive-Mapping>

**Addressing**

All new homes and businesses are given an address after the plans have been accepted. Address assignment is finalized once a permit has been issued. As soon as an address is issued, you will receive a certified letter informing you of the new address. For questions regarding addressing, contact our GIS Analyst.

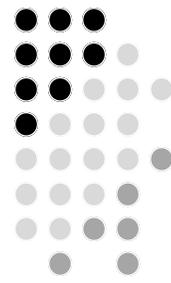


### COMMERCIAL PERMIT FEES



COMMERCIAL NEW CONSTRUCTION BUILDING PERMITS	
Plan Review	
• 10,000 sq. ft. or less	\$150.00
• 10,001-30,000 sq. ft.	\$300.00
• 30,001 sq. ft. or more	\$450.00
New Commercial Construction	\$0.09/sq. ft.
Electrical	
• 5,000 sq. ft. or less	\$200.00
• 5,001 sq. ft. - 10,000 sq. ft.	\$400.00
• 10,001 sq. ft. or more	\$400.00 + \$10.00 per additional 1,000 sq. ft. over 10,000 sq. ft.
Plumbing	\$100.00 + \$10.00 per fixture
Mechanical	\$100.00 + \$5.00 per ton
Commercial Building Permit Amendment	\$100.00
COMMERCIAL REMODEL/ADDITION/ALTERATION BUILDING PERMITS	
Plan Review	
• 10,000 sq. ft. or less	\$150.00
• 10,001 sq. ft. or more	\$300.00
Remodel/Addition/ Alteration	
• 500 sq. ft. or less	\$100.00
• 501 sq. ft. or more	\$100.00+ \$0.05/sq. ft.
Electrical with No Additional/New Square Footage	
• 1 to 3 receptacles/fixtures	\$80.00
• 4 to 8 receptacles/fixtures	\$160.00
• 9 to 15 receptacles/fixtures	\$400.00
• 16 or more receptacles/fixtures	\$400.00 + \$10.00 per additional receptacle/fixture
Electrical with Additional/New Square Footage	
• 2,500 sq. ft. or less	\$80.00
• 2,501 sq. ft. to 5,000 sq. ft.	\$160.00
• 5,001 sq. ft. to 10,000 sq. ft.	\$400.00
• 10,001 sq. ft. or more	\$400.00 + \$10.00 per each additional 1,000 sq. ft. over 10,000 sq. ft.
Plumbing	\$50.00 + \$10.00 per fixture

### COMMERCIAL PERMIT FEES



<b>COMMERCIAL MISCELLANEOUS BUILDING PERMITS</b>	
Commercial Driveway/Flatwork/Paving	
• 1,000 sq. ft. or less	\$80.00
• 1,001 sq. ft. - 3,000 sq. ft.	\$150.00
• 3,001 sq. ft. or more	\$250.00
Commercial Fence/Yard Wall	\$50.00
Commercial Retaining Wall	\$100.00
Accessory Storage Structures	
• 100 sq. ft. or less	\$60.00
• 101 sq. ft. or more	\$120.00
Garage/Carport/Workshop	\$0.10/sq. ft.
Commercial Land Disturbance Permit (Grading/Cut and Fill)	\$50.00
Commercial Floodplain Development Permit	\$150.00
Commercial Boat Dock	\$300.00
Commercial Roofing	\$150.00
Commercial Demolition	\$50.00
Commercial Irrigation	\$30.00 per zone up to 10 zones + \$5.00 per zone thereafter
Commercial OSSF	\$500.00
Commercial Swimming Pool	\$250.00
Commercial Land Clearing	\$120.00
Miscellaneous	\$25.00
Certificate of Occupancy- New	\$60.00
Certificate of Occupancy- Administrative/Change of Ownership	\$30.00
Temporary Use Permit - Commercial	\$300.00
Work Without a Permit	Up to 3x Fee
<b>COMMERCIAL INSPECTIONS</b>	
New Commercial/Remodel Re-Inspection (after the 1 <sup>st</sup> failed re-inspection)	\$100.00
New Commercial/Remodel After Hours Inspections	\$100.00

## Water & Wastewater Fees

### Water Tap Fees

Meter Size		City Installed	Contractor Installed (New Developments)
¾"	Tap & connect fee	\$ 800.00	\$ 150.00
1"	Tap & connect fee	\$ 900.00	\$ 225.00
1 ½"	Calculated by Public Works		\$ 500.00
2"	Calculated by Public Works		\$ 500.00
4"	Calculated by Public Works		\$ 500.00
4"Compound	Calculated by Public Works		\$ 500.00
6" Fire Line		\$ 2,500.00	\$ 500.00
8" Fire Line		\$ 4,000.00	\$ 500.00

All Taps 2" and Larger: Actual Cost

### Wastewater Taps

Tap Size	City Installed	Contractor Installed (New Developments)
Regular Tap 4"	\$ 800.00	\$125.00
Commercial 6"	\$1,000.00	\$200.00

### Utility Security Deposits (required to activate the services)

Meter Size	Residential	Residential Sprinkler	Commercial	Commercial Sprinkler
¾"	\$ 150.00	\$ 50.00	\$ 150.00	\$ 150.00
1"	\$ 200.00	NA	\$ 200.00	\$ 200.00
1 1/2"	\$ 250.00	NA	\$ 250.00	\$ 250.00
2"	\$ 500.00	NA	\$ 500.00	\$ 500.00
3"	\$ 575.00	NA	\$ 575.00	\$ 575.00
4"	\$ 700.00	NA	\$ 700.00	\$ 700.00

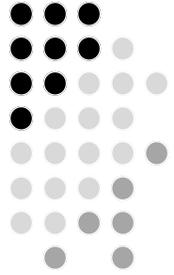
# Impact Fees

City of Marble Falls, Texas

Ordinance 2018-O-09A, Effective January 1, 2019

Meter Size	Service Unit Equivalent	Water Fee	Wastewater Fee	Combined Total
3/4"	1	\$2,761.00	\$3,293.00	\$6,054.00
1"	1.67	\$4,611.00	\$5,499.00	\$10,110.00
1 1/2"	3.3	\$9,193.00	\$10,964.00	\$20,157.00
2"	5.3	\$14,715.00	\$17,549.00	\$32,264.00
3"	10.0	\$27,608.00	\$32,926.00	\$60,534.00
4"	16.7	\$46,022.00	\$54,887.00	\$100,909.00
6"	33.3	\$92,017.00	\$109,742.00	\$201,759.00
8"	53.3	\$147,233.00	\$175,594.00	\$322,827.00

*Impact Fees are not assessed on fire lines and irrigation meters. Impact fees adopted by Ordinance 2018-O-09A*



## **Commercial Permitting**

### **A. Issuing a Permit**

Permits can be picked up by a general contractor. Separate permits are required for plumbing, electrical, irrigation, and mechanical work, which are obtained by the licensed tradesman whom will be completing the work.

### **B. Permit Stipulations**

**Irrigation Permits:** A site plan of the property will be required with the application for an irrigation permit. The Building Official will need to approve the application before it can be submitted to the contractor.

**Vent Hoods:** The City requires mechanical contractors to receive a special permit from the Fire Marshal before they can install/alter a new or existing vent hood. For more information, please contact the Fire Marshal at (830) 613-1251 .

**Landscaping Plans:** Any landscaping permit will first and foremost need a site plan to accompany the application for approval.

### **C. Permit Posting**

All permits must be posted at the site and visible from the road which the property fronts during the construction phase. Failure to post permits will delay inspections and may result in a stop work order.

### **D. Subcontractors**

A subcontractor is an individual or a business that signs a contract to perform part or all of the obligations of another's contract and are typically hired by a general contractor. The contractor will first need to become registered with the City before he or she can perform any type of work. A Contractor Information Packet is required to be filled out, along with a copy of their master license, driver's license, and current Certificate of Insurance.

### **E. Permit Time Limit**

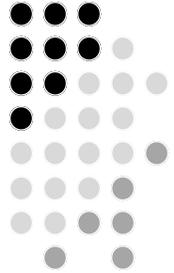
The permit becomes void if work or construction authorized is not commenced within 6 months, or if construction or work is suspended or abandoned for a period of 6 months at any time after work is started.

## **Inspections**

Inspection of the building progress shall occur when substantial phases of construction are completed to ensure construction on a project is consistent with any plans submitted in conjunction with an application and with the Building Codes. It is the responsibility of the permit holder, homeowner, general contractor, etc., to insure that the project receives inspection at each required stage.

### **A. 24 Hour Inspection Hotline**

The 24 Hour Inspection Hotline is available 24 hours a day, 7 days a week. It is recommended for you to call as soon as you would like your inspection to take place since it is a first come, first serve program. Please do not call the Building Official or inspectors for any inspections. It is necessary to call the hotline so your inspection request is logged into our records, and the inspector's daily inspection trips can be coordinated at the start of each day.



## Inspections Continued...

### **B. What is a “Re-inspection” and when does the Fee apply?**

The City of Marble Falls requires inspections of permitted projects. Should a first inspection fail, a second inspection is required. If the second inspection does not pass and another/or third inspection is required, the re-inspection fee is charged for the third inspection and all subsequent inspections on the content of that inspection.

### **C. When can and must re-inspection fees be paid?**

Re-inspection fees may be paid anytime during the project. **However, payment for all re-inspection fees on the project must be paid to the City, prior to the City issuing the final Certificate of Occupancy.**

#### *Example:*

**1<sup>st</sup> inspection** – Plumber calls for a drain and vent line inspection. Inspector finds a leak at a joint of the pipe and it fails inspection.

**2<sup>nd</sup> inspection** – Plumber calls for a re-inspection of the drain and vent line. Inspector finds that there is still a leak at a joint of the pipe and it fails inspection again. The problem has been unresolved after two inspections and any future inspections for this violation will be assessed a re-inspection fee.

**Re-inspection (Fee Assessed)** – Plumber calls for a re-inspection of the drain and vent line, all subsequent inspection for this apparatus will be assessed a re-inspection fee until it passes inspection.

This process is especially important to note for large scale inspections, such as a Building Final. If items documented during the failed first inspection remain upon the second inspection, then all subsequent Building Final inspections shall be charged a re-inspection fee per inspection.

### **D. Final Inspection**

A final inspection must be scheduled in order to close out the permit and/or obtain your **Certificate of Occupancy**. Once the final inspection has passed, the re-inspection fees are required to be paid before the Certificate of Occupancy can be issued.

Tips on final inspections:

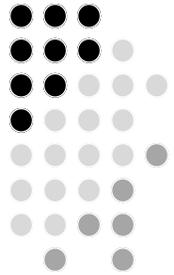
- If you have unfinished or incomplete correction(s) from a prior inspection, do not call for a final inspection. First complete the correction(s) or unfinished item(s).

## Certificate of Occupancy (C.O.)

### **A. What is it?**

A C.O. is a document issued by the City of Marble Falls certifying a building’s compliance with applicable building codes and city ordinances, and indicating it to be in a condition suitable for occupancy. City regulations and state law require all buildings to have a Certificate of Occupancy before the building can be legally occupied and used.

City Services, such as water, wastewater, and trash, *cannot* be activated for a property, and the name of the account holder cannot be changed until a C.O. has been obtained from the Development Services Department.





## **Certificate of Occupancy Continued...**

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

A C.O. is required before the occupancy or use of any building after a new construction or remodel.

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

The C.O. should not be confused with a Building Permit (which only allows initial construction to take place), but is a document that is required in addition to the Building Permit prior to the operation of the business.

### **D. 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 also be required to submit a footprint of the building along with the application which should contain the layout of the building, along with the square footage of each room and a description of what each room is being used for.
2. Building Official and Fire Marshal will conduct an inspection of property/building
3. Complete all actions required from the inspection
4. Building Official and Fire Marshal will re-inspect property/building
5. Upon clearance from Building Official and Fire Marshal, Development Services Department issues Certificate of Occupancy
6. Take Certificate of Occupancy to City Hall Utilities Department to activate services for the property/building.

### **E. Temporary C.O.**

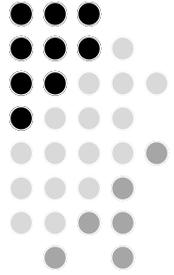
The Building Official is authorized to issue a Temporary C.O. before the completion of the entire work covered by the permit, provided that such portion or portions shall be occupied safely. The Building Official shall set a time period during which the Temporary Certificate of Occupancy is valid.

### **F. Fees**

The fee to obtain your Certificate of Occupancy is \$30 for a Change of Ownership or \$60 for a New Building, plus any accrued re-inspection fees.

### **G. Revocation**

The Building Official is authorized to, in writing, suspend or revoke a C.O. or completion issued 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 of any of the provisions of this code. Any occupancy of a building prior to approval of a C.O. shall result in a fine, and possible eviction from the property until all required work that is health and safety-related is completed, and a C.O. is approved.





## **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)  
<http://www.marblefallstx.gov>

**Valerie Kreger**, Director of Development Services (830) 798-7080

[vkreger@marblefallstx.gov](mailto:vkreger@marblefallstx.gov)

**Mike Ingalsbe**, Building Official (830) 798-7087

[mingalsbe@marblefallstx.gov](mailto:mingalsbe@marblefallstx.gov)

**Scarlet Moreno**, Planner (830) 798-7082

[smoreno@marblefallstx.gov](mailto:smoreno@marblefallstx.gov)

**Sabrina Smith**, Planning Technician (830) 798-7086

[ssmith@marblefallstx.gov](mailto:ssmith@marblefallstx.gov)

**Amy Williams**, Permit Technician (830) 798-7081

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**Justin Hakes**, Code Enforcement (830) 798-7091

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[jwray@marblefallstx.gov](mailto:jwray@marblefallstx.gov)

### **Core Values:**

**“To Serve with Purpose through Teamwork, Respect, Integrity, Pride and Professionalism.”**

