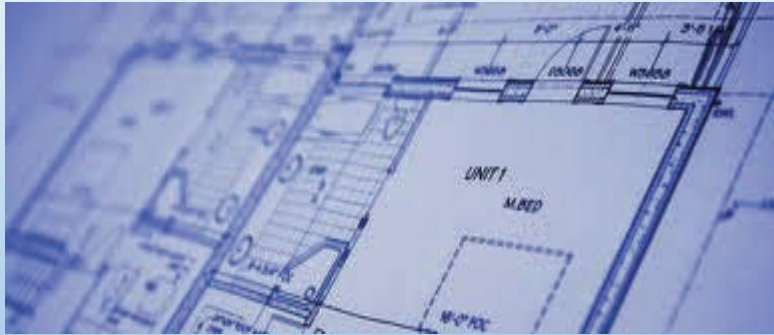
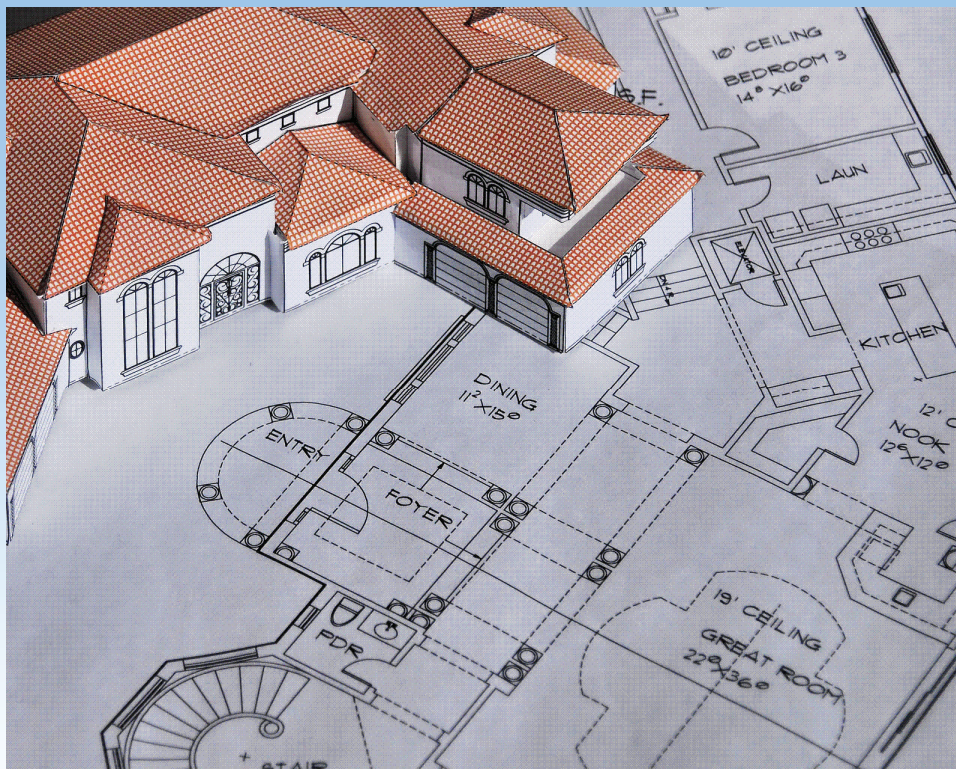


# Residential Home Builders / Developers Information Packet



The City of Marble Falls  
Development Services Department  
801 Fourth Street  
Marble Falls, Texas 78654





# Residential Home Builders/Developers Information Packet

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## Residential 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. Residential 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.

Below is a list of requirements needed for the city to conduct a review on a new residential structure.

- Permit application form (completed)
- **2 sets** of construction plans
- **2 sets** of the site plan. A site plan must be drawn or shown to scale.
- Dimensions from the residence to the property lines, setback lines, all easements
- Location of all utilities
- Drainage Plan
- Driveway location(s)
- Existing / proposed Fire Hydrant location(s) near site
- Existing water and sewer line locations / proposed taps
- ResCheck for energy efficiency. Please go to [www.energycodes.gov/rescheck/download.stm](http://www.energycodes.gov/rescheck/download.stm) to obtain this form
- NPS Ordinance Exemption application (*if applicable*)
- Site Development Permit Application (*if applicable*)
- Floodplain Development Permit Application (*if applicable*)
- Elevation Certificate (if applicable). Must be completed by a Texas Licensed surveyor. Please go to [www.fema.gov](http://www.fema.gov) to obtain this form.



If all applicable items are present, the application, along with the plans, will be accepted. If information is not submitted in full, the plan review process will cease and all information will be given back to the applicant.

#### i. Residential Energy Code Compliance (ResCheck)

Any applications where doors, windows or insulation will be added or replaced need a RES Check. 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 to us 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 application.



## Residential Plan Requirements continued...

### iii. NPS Exemption

*You may be NPS exempt if:*

- Your home is an existing development as of July 9, 2007
- Development has been permitted by LCRA with no improvements, additions, or revisions as of July 9, 2007
- Construction of a single-family residence that is not part of a larger common plan of development
- Development has been final platted before July 9, 2007
- Development or redevelopment consisting of 1 acre of land or less is not part of a common plan of development

For any questions regarding NPS Exemption, please call Michael Brasuel, Building Official.

## Review Process

Once the permit application is “complete,” the next step in the plan submittal process is review. The plans are circulated to Michael Brasuel, Building Official, and Starr Davey, Associate Planner, for review. Each reviewer may issue comments requiring the applicant to modify and resubmit plans or provide additional information. After the plans have been checked and approved by all applicable departments, the Development Services Department issues the permit.

### A. 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. Comments are made when issues regarding code compliance or constructability vagueness is present. Comments may be issued so that the applicant can provide additional or supplementary information. If a re-submittal is necessary, a second plan review fee will **not** be required, provided that the fee was paid for upon first submittal.

## 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, etc. You can verify your own zoning using the City GeoWeb Portal, [http://www.ci.marble-falls.tx.us/gis\\_maps/ZoningMap.pdf](http://www.ci.marble-falls.tx.us/gis_maps/ZoningMap.pdf)

For any questions regarding zoning or platting, contact Starr Davey, Associate Planner, or Jason Lutz, GIS Planner.

## 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 Jason Lutz, GIS Planner.



## Fees

### A. New Residential Plan Review Fee

- Less than 3,000 Square Feet.....\$50.00
- More than 3,000 Square Feet.....\$150.00

### B. New Residential Construction/Addition Fee

- Less than 3,000 Square Feet.....\$100.00
- More than 3,000 Square Feet.....\$150.00

### C. Remodel Residential Construction/Addition Fees.....\$100.00

### D. NPS Fees

- Residential Exempt Filing Fee.....\$100.00
- Single Family Residential (*New Subdivision Plats Only*) - \$500 + \$100 x number of acres up to 100 acres, then \$50.00 per acre for each acre over 100 acres.

### E. Impact Fees

- 3/4"PD Water.....\$2,883.58
- 3/4"PD Wastewater.....\$788.00
- 1"PD Water.....\$4,805.97
- 1"PD Wastewater.....\$1,313.52
- 1 1/2"PD Water.....\$9,611.93
- 1 1/2"PD Wastewater.....\$2,627.03
- 2"PD Water.....\$15,379.09
- 2"PD Wastewater.....\$4,203.25
- 2"Compound Water.....\$15,379.09
- 2"Compound Wastewater.....\$4,203.25
- 2"Turbine Water.....\$19,223.87
- 2"Turbine Wastewater.....\$5,254.07

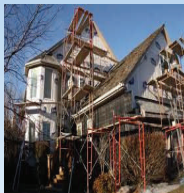
### F. Permit Fees

#### New Residential Construction



- Building Permit (*Less than 3,000 Square Feet*).....\$100.00
- Building Permit (*More than 3,000 Square Feet*).....\$150.00
- Electrical Permit.....\$65.00
- Plumbing Permit.....\$65.00
- Mechanical Permit.....\$65.00
- \*Each Re-Inspection.....\$35.00

#### Residential Remodel



- Building Permit.....\$100.00
- Electrical Permit.....\$65.00
- Plumbing Permit.....\$65.00
- Mechanical Permit.....\$65.00
- \*Each Re-Inspection.....\$35.00

*\*For City of Marble Falls policy regarding re-inspections, refer to page 5*

#### Miscellaneous Fees



- Certificate of Occupancy.....\$35.00
- Fence.....\$25.00
- Storage Shed/Carport.....\$25.00
- Swimming Pools/Hot Tubs.....\$100.00
- Demo (Residential).....\$25.00
- Roofing/re-roofing.....\$100.00

*We accept cash, checks, and all major credit cards. Make all checks payable to the City of Marble Falls.*



## Residential Permitting

### A. Issuing a Permit

Permits can be picked up by a homeowner or his/her agent such as a general contractor. Separate permits are required for plumbing, electrical, irrigation, and mechanical work, which are obtained by the licensed contractor whom will be completing the work. A homeowner's permit is required to do your own plumbing, electric, or mechanical work yourself. In order to do so, the legal residence shall be defined as a property for which a property owner can show proof of a homestead exemption.

### B. Permit Stipulations

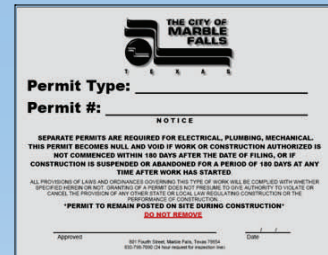
- When the city receives an application for an irrigation permit, a site plan of the property showing where the irrigation system is being installed will be required with the application. The Building Official will need to approve the application before it can be submitted to the contractor or homeowner.
- The City now requires mechanical contractors to receive a special permit from the Fire Marshal, Johnny Caraway, before they can install/alter a new or existing vent hood. For more information, please contact Johnny Caraway at (512) 755—2153.
- Any landscaping permit will need a site plan to accompany the application.

### 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 is consistent with the approved plans. It is the responsibility of the permit holder, homeowner, general contractor, etc., to ensure that the project receives inspection at each required stage.



## Inspections Continued...

### 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 we have the inspection request logged into our records, and the inspector's daily inspection trips can be coordinated at the start of each day.

### 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.

*For the fees associated with re-inspections, refer to page 3.*

### C. 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.

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

A C.O. is required before the occupancy or use of a home 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 C.O.?

1. Complete an application for a C.O. at the Development Services Department. You will also be required to submit a footprint of your home 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. If a failure occurs, 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 the Certificate of Occupancy
6. If you have any accrued re-inspection fees, you will be responsible for paying the fees upon the pick-up of your C.O. (if the fees haven't already been paid)
6. Take C.O. to City Hall Utilities Department to activate services for the property or 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. Revocation

The Building Official is authorized to, in writing, suspend or revoke a Certificate of Occupancy 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 Certificate of Occupancy 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 CO 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)

[http://www.ci.marble-falls.tx.us/dev\\_serv.html](http://www.ci.marble-falls.tx.us/dev_serv.html)

**Janet Hobbs**, Planning Clerk (830) 798—7086

[jhobbs@ci.marble-falls.tx.us](mailto:jhobbs@ci.marble-falls.tx.us)

**Dayna Murdoch**, Development Services Clerk (830) 798—7081

[dmurdoch@ci.marble-falls.tx.us](mailto:dmurdoch@ci.marble-falls.tx.us)

**Starr Davey**, Associate Planner (830) 798—7085

[sdavey@ci.marble-falls.tx.us](mailto:sdavey@ci.marble-falls.tx.us)

**Jason Lutz**, GIS Planner, Code Enforcement (830) 798—7089

[jlutz@ci.marble-falls.tx.us](mailto:jlutz@ci.marble-falls.tx.us)

**Chris Pounds**, Building Inspector (830) 798—7088

[cpounds@ci.marble-falls.tx.us](mailto:cpounds@ci.marble-falls.tx.us)

**Michael Brasuel**, Building Official, Code Enforcement (830) 798—7087

[mbrasuel@ci.marble-falls.tx.us](mailto:mbrasuel@ci.marble-falls.tx.us)

**Todd Estes**, City Engineer (830) 798—7083

[estes@ci.marble-falls.tx.us](mailto:estes@ci.marble-falls.tx.us)

**Caleb Kraenzel**, Director of Development Services (830) 798—7080

[ckraenzel@ci.marble-falls.tx.us](mailto:ckraenzel@ci.marble-falls.tx.us)

**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."