



# Façade Improvement Grant Program

## Overview

The Façade Improvement Grant Program aims to support commercial uses in enhancing the visual appeal of their buildings, contributing to the overall vitality, charm, and economic growth of La Vernia. This program is specifically focused on exterior improvements that are visible from the street or public right-of-way by encouraging investment in building façades. These enhancements not only improve individual properties but also help foster a cohesive and inviting look throughout the community, supporting local pride and increased economic activity.

## La Vernia MDD Façade Grant Guidelines

The LVMDD will consider, on a case-by-case basis, and may award by its sole discretion a grant to the owner of a commercial or industrial building within the city limits of La Vernia for façade improvements.

### Preference Criteria

Priority will be given to:

- Buildings are officially recognized as historic by the State of Texas.
- Properties located within the Central Business District.
- Projects that aim to restore storefronts.

Adopted April 11, 2013

Amended July 18, 2013

Amended October 22, 2014

Amended January 12, 2017

Amended April 9, 2023

Amended April 17, 2025

## Curb Appeal Focus

Applicants should demonstrate a clear intention to enhance curb appeal. Therefore, all proposed improvements must primarily impact the visible exterior of the building as seen from the street.

## Design and Construction Recommendations

Applicants are encouraged to incorporate materials such as masonry, stone, stucco, or other architecturally appropriate elements in alignment with exterior construction and design standards.

## Submission Requirements

Building owners must submit detailed drawings of the proposed façade improvements to the LVMDD.

Required for Application Submission:

- ☐ Photo(s) or drawing(s) of current and proposed project
- ☐ Bids from vendors describing estimated cost of project
- ☐ Each estimate must include the name and address of the vendor
- ☐ Renderings or sketches of the planned work
- ☐ Estimated project total costs
- ☐ Color palette and material selections
- ☐ Project timeline
- ☐ Copies of any required permits

The LVMDD Executive Director and the property owner will jointly present the proposal to the LVMDD Board for review and consideration.

## Approval and Reimbursement Process

- Do not begin any work until the grant is officially approved by the LVMDD.
- Reimbursement will only be provided upon:
  - Completion of the approved work
  - Submission of clear photographs showing the completed improvements

- Receipts or invoices documenting all project-related expenses
- The completed work must align with what was presented in the original application and approved by the Board.

## Signage & Landscaping

- Visually appealing and appropriate City-approved signage—including monument signs, pole signs, and other types permitted under the City’s codes—may be considered an eligible expense if it contributes to the overall enhancement of the building’s façade. Signage should be part of a broader effort to improve the property's curb appeal and architectural character, rather than serving as a standalone improvement.
- Landscaping improvements along the front and/or sides of the building that enhance curb appeal will be considered.

## Grant Amount

- **The LVMDD will fund up to 50% of the actual project cost, not to exceed \$5,000.**
- The LVMDD Executive Director must verify proof of expenditure, confirm project completion, and recommend reimbursement prior to disbursement.
- Should GRANTEE fail to complete the project by the specified completion date then, upon written demand by the LVMDD, GRANTEE shall, within 30 days of receiving the written demand, repay all funds received and shall remit 10% interest per annum on all funds received from the time GRANTEE received the funds from the LVMDD.

## Eligibility & Restrictions

- Property owners must be current on all property taxes.
- All contractors performing work must be registered with the City of La Vernia.

- Before the work has started you must have a permit submitted to the Permitting office in the City of La Vernia.

## Ineligible Improvements & Expenses

The following items are not eligible for reimbursement under the façade grant program: exterior improvements located at the rear of buildings, interior improvements, playground or recreational equipment, burglar bars, security or alarm systems, "sweat equity" labor, new commercial construction, benches or porch swings, permitting fees, architectural, survey, or other professional service fees, asbestos testing, removal, abatement, or remediation, and improvements that have already been reimbursed or covered by insurance proceeds.

## Program Funding & Frequency Limits

- A total of no more than \$25,000 may be awarded under this program each fiscal year (October 1 – September 30).
- Property owners are eligible for funding once every three years.

## Façade Improvement Grant – Frequently Asked Questions (FAQ)

### Who is eligible to apply for the Façade Improvement Grant?

Commercial property owners located within the city limits of La Vernia are eligible to apply.

### Can I apply if I lease the building?

Yes. Tenants may apply **with the property owner's permission**. The building owner must be the one to officially submit the application.

## Can I submit multiple improvements in one application?

Yes. Multiple exterior improvements can be included in a single application. Be sure to provide **individual cost estimates or contractor bids** for each proposed improvement.

## How much funding can I receive?

Applicants may be awarded **up to 50% of eligible project costs**, with a **maximum reimbursement of \$5,000**.

## Important City Contact:

### Municipal Development District

Felicia Carvajal, Executive Director of La Vernia MDD

830-779-4541

### City of La Vernia

Lindsey Wheeler, City Administrator

[lboyd@lavernia-tx.gov](mailto:lboyd@lavernia-tx.gov) 830-779-4541

Madison Farrow, City Secretary

[Mfarrow@lavernia-tx.gov](mailto:Mfarrow@lavernia-tx.gov) 830-779-4541

Aubrie Smith, Permitting & Code Enforcement

bsmith@lavernia-tx.gov 830-779-4541

# Façade Improvement Grant Program Application

## Applicant Information

Applicant Name: \_\_\_\_\_

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

Street Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## Property Owner Information (if different from Applicant)

Owner Name: \_\_\_\_\_

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

Street Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## Property and Project Description

Address/Location of property to be considered:

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Is the building currently occupied by a business? If yes, please list the business name(s) and Certificate of Occupancy numbers below.

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Has the applicant and/or property owner been a recipient of this Façade Improvement Matching Grant before? If yes, please list the property address(es) and year(s) the grant was awarded below.

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## Grant Request

1. Total Project Cost (for Façade Improvements Only) \$ \_\_\_\_\_

2. Eligible Grant Request (**\$5,000** or 50% of the actual cost of the façade improvements)  
\$ \_\_\_\_\_

Project Description (Please Describe what improvements will be made to the existing property and how the award of this grant impacts the project. 1,000 words max. May be submitted on a separate sheet of paper.

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## Application Check List

I, the applicant, verify that I have completed the following items in order to be considered for the La Vernia Municipal Development District Façade Improvement Grant. I understand that the grant will not be processed if all items below are not met

8

Adopted April 11, 2013

Amended July 18, 2013

Amended October 22, 2014

Amended January 12, 2017

Amended April 9, 2023



- ☐ Complete Façade Improvement Grant application.
- ☐ Written cost proposal with itemized improvements.
- ☐ Exterior photos of the building before any improvements have been made.
- ☐ Drawings or renderings of proposed improvements (proposed color palette requested, if drawings or renderings are not colored).
- ☐ The proposed façade improvements have not been completed prior to receipt and verification of a complete application by MDD staff.
- ☐ Filled out City of La Vernia Required Permits

What is the anticipated start and end date for the project? (Month/Year)

Start Date \_\_\_\_\_ End Date \_\_\_\_\_

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

Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(if different from applicant)

#### **MDD Office Use**

Application Received: \_\_\_\_\_ MDD Meeting: \_\_\_\_\_

The decision of the LVMDD Board of Directors: \_\_\_\_\_

Date applicant is notified: \_\_\_\_\_

## **LA VERNIA MUNICIPAL DEVELOPMENT DISTRICT STANDARD AGREEMENT FOR THE FAÇADE GRANT PROGRAM**

THE STATE OF TEXAS

§

§

KNOW ALL MEN BY THESE PRESENTS:

COUNTY OF WILSON

§

9

Adopted April 11, 2013

Amended July 18, 2013

Amended October 22, 2014

Amended January 12, 2017

Amended April 9, 2023

THIS IS AN AGREEMENT, made and entered into by and between the La Vernia Municipal Development District, a Municipal Development District created by and through the laws of the State of Texas, hereinafter called "LVMDD", acting by and through its duly authorized representative,  
and \_\_\_\_\_, hereinafter called "GRANTEE,"  
acting by and through its duly authorized representative.

WITNESSETH:

WHEREAS, the La Vernia Municipal Development District has created and approved a process whereby buildings located within the City of La Vernia Central Business District may apply for a façade improvement grant from the LVMDD; and

II.

WHEREAS, upon an affirmative vote of the majority of LVMDD Board, on \_\_\_\_\_, the LVMDD determined that GRANTEE qualified for a grant in the amount of \_\_\_\_\_ (the "funds") for façade improvements as provided for in its application and that said funds shall be distributed to GRANTEE under the following terms and conditions:

(a) For and in consideration of the distribution to GRANTEE by the LVMDD, the funds distributed shall be used by GRANTEE for the sole purpose of

10

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\_\_\_\_\_ (the "Project"). All funds shall be for the following expenditures:

(b) The remittance of the funds by LVMDD will be upon written request by GRANTEE. The written request will indicate what the funds will be used for and the date the project is to commence. LVMDD shall remit the funds within fifteen (15) days of receipt of the written request by GRANTEE.

(c) The Project shall be completed by \_\_\_\_\_. Should GRANTEE fail to complete the project by the specified completion date then, upon written demand by the LVMDD, GRANTEE shall, within 30 days of receiving the written demand, repay all funds received and shall remit 10% interest per annum on all funds received from the time GRANTEE received the funds from the LVMDD.

(d) Upon completion of the Project, GRANTEE shall submit a final financial accounting (the "report") to the LVMDD showing a line item accounting of all expenditures made during the Project which shall be accompanied by the check register of all related expenditures. Invoices, receipts, or other proofs of expenditures shall be presented with the report.

(e) Any funds GRANTEE receives that remain after the completion of the Project are to be returned to the LVMDD within 30 days of completion of the Project. If it is determined that GRANTEE has used the funds for any purpose other than those identified in paragraph II(a) of this contract or has breached this contract in any fashion, GRANTEE shall repay all improper expenditures and shall remit 10% interest per annum on all improper expenditures from the time GRANTEE received the funds from the LVMDD.

(f) All funds received from LVMDD shall be accounted for in a separate bank account and shall not be co-mingled with other cash funds.

(g) GRANTEE shall at all times comply with the ordinances of the City of La Vernia and the laws of the State of Texas.

III.

In the performance of this contract, GRANTEE shall not discriminate against any employee or applicant for employment or with any customer with respect to his hire, tenure, terms, conditions, or privileges because of his race, color, religion, national origin, sex, disability, or ancestry. A proven breach of this covenant may be regarded as a material breach of the contract causing its termination.

IV.

It is understood and agreed that in the event any provision of this contract is inconsistent with the requirements of law, the requirements of law will control and the parties shall revert to their respective positions which would otherwise be enjoyed or occupied by the respective parties for the terms of this contract.

V.

The foregoing instrument in writing between the parties herein, constitutes the entire agreement between the parties, relative to the funds made the basis hereof, and any other written or oral agreement with the LVMDD being expressly waived by GRANTEE.

IN WITNESS WHEREOF, the parties hereto execute this agreement in duplicate originals as of the date set forth above on this \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

LA VERNIA MUNICIPAL DEVELOPMENT  
DISTRICT, TEXAS

BY: \_\_\_\_\_

12

Adopted April 11, 2013

Amended July 18, 2013

Amended October 22, 2014

Amended January 12, 2017

Amended April 9, 2023

[Grantee]

BY: \_\_\_\_\_



*City of La Vernia*  
102 E. Chihuahua Street, La Vernia, Texas 78121  
Phone: (830) 779-4541 • Fax: (830) 253-1198

## **Commercial New/Remodel Building Requirements**

This document is not meant to modify any Federal or State laws or City Ordinances. It is intended to be informative and to be used as a guideline. Where circumstances of a particular job differ from these procedures, the decision of the Building Department will prevail.

### **Building Codes**

The City of La Vernia Park, Texas, has adopted the following codes regulating building construction.

*2018 International Building Code*  
*2018 International Residential Code*  
*2018 International Plumbing Code*  
*2018 International Mechanical Code*  
*2017 National Electrical Code*  
*2021 International Fire Code*  
*2018 International Fuel Gas Code*  
*2018 International Energy Conservation Code*

### **Building Permit**

Before a building permit will be approved, all plans and documents related to the permit application must be approved by the Building Department, the Fire Inspector, the Flood Plain Administrator, and the City Engineer. Approved permits must be picked up at the City Hall prior to work beginning and retained on site during construction. Permit becomes void if construction does not commence within six (6) months from date of application.

A permit fee must be paid upon submission of the building permit application for all commercial construction. All permit fees are non-refundable.

All Contactors performing work within the City of La Vernia's jurisdiction must be registered with the City and provide proof of liability insurance.

Where work for which a permit is required is started or proceeded prior to obtaining a permit, the fees specified shall be doubled, but the payment of such fee shall not relieve any persons from fully complying with the requirements of the adopted codes in the execution of the work nor from any other penalties prescribed herein.

### **Plan Review**

The City will verify submittal documents are complete and forward to Bureau Veritas for Plan Review. Bureau Veritas will contact the applicant directly if additional information and/or documents are required and to discuss any noncompliance or deviation from City zoning and adopted Code requirements.



**Inspections**

All inspection requests received by 5:00 p.m. Monday – Friday will be performed the next business day. Inspections related to building construction must be called into Bureau Veritas at (877) 837-8775 or faxed to (877) 837-8859. Inspection requests can also be emailed to: [inspectionstx@us.bureauveritas.com](mailto:inspectionstx@us.bureauveritas.com) Permit packet that includes the approved plans and documents and all inspection tickets must be on site at the time of inspection.

A Certificate of Occupancy must be approved prior to occupancy of building.

**Construction Site**

A temporary property address must be posted at the front of the lot and readable from the street. Permanent street numbers must be displayed before final inspection.

A portable sanitary restroom for your workers MUST be on your property until the final inspections are approved.

A trash receptacle constructed to prevent construction trash from blowing or scattering from the jobsite/property shall be maintained until job completion. NO construction material, debris, or sanitary restroom facility shall be placed or stored in the public right-of-way or drainage areas at any time.

Erosion control must be in place prior to the first inspection.



*City of La Vernia*  
102 E. Chihuahua Street, La Vernia, Texas 78121  
Phone: (830) 779-4541 • Fax: (830) 253-1198

## **New/Remodel Commercial Plan Review Checklist**

**Project Address:** \_\_\_\_\_ **Project Name:** \_\_\_\_\_

**Prior to permit issuance, all properties must have an approved plat and site plan released from the Zoning Administrator. Permit Application with an original signature must be complete and submitted with the following information:**

- \_\_\_\_\_ **(3) Site Plans to include:** (Must submit a filed plat of lot)  
Legal Description (lot, block, subdivision), All easements, Property lines and lot Dimensions, North arrow and scale, Proposed structure and all existing buildings  
Existing and proposed location of utility poles, pad mounted transformers
- \_\_\_\_\_ **(3) Landscape Site Plan**
- \_\_\_\_\_ **(3) Parking lot layout plans**
- \_\_\_\_\_ **(3) Hydrology Study/Grading plans**
- \_\_\_\_\_ **EDU Calculations for Impact Fees**
- \_\_\_\_\_ **Lighting Site Plan**
- \_\_\_\_\_ **911 Addressing Verification** (Provided through Wilson County 911 addressing (830) 393-8357)
- \_\_\_\_\_ **Flood Plain Certificate, if applicable**
- \_\_\_\_\_ **(2) Commercial Energy Code Compliance - (2012 IECC)**  
To include Lighting Compliance, Mechanical Compliance and Building Envelope, if applicable.
- \_\_\_\_\_ **(3) Sets of plans** to include floor plan, exterior elevations, roof design, Foundation plan, MEP design, construction details, window/door schedule
- \_\_\_\_\_ **Fire lane location and construction plans and details, Fire suppression system plans and documents, Fire alarm system plans.**
- \_\_\_\_\_ **Driveway approaches and drainage culverts** - Engineered plans  
(Driveways accessing State Highways require TXDOT permit)
- \_\_\_\_\_ **TDLR # - Architectural Barriers Registration** (if \$50,000.00 or over)
- \_\_\_\_\_ **Asbestos Survey** (if demo or remodel)
- \_\_\_\_\_ **Contractor Registration required for General, Electrician, Plumber, Mechanical, Irrigator, Backflow Tester**





**City of La Vernia**  
 102 E. Chihuahua Street, La Vernia, Texas 78121  
 Phone: (830) 779-4541 • Fax: (830) 253-1198  
**Commercial Permit Application**

|   |                                    |                                     |                                     |
|---|------------------------------------|-------------------------------------|-------------------------------------|
| Building Permit Number: _____   |                                    | Valuation: _____                    |                                     |
| Project Name: _____   |                                    | Zoning District: _____              |                                     |
| Project Address: _____  |                                    | Square Foot: _____                  |                                     |
| Project Description:  | New <input type="checkbox"/>       | Addition <input type="checkbox"/>   | Remodel <input type="checkbox"/>    |
| Sign <input type="checkbox"/>   | Plumbing <input type="checkbox"/>  | Mechanical <input type="checkbox"/> | Electrical <input type="checkbox"/> |
| Scope of Work:  | Finishout <input type="checkbox"/> | Other <input type="checkbox"/>      |                                     |
| IS THIS PROPERTY IN A FLOODPLAIN: <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, provide Flood Plain Certificate</i> |                                    |                                     |                                     |

|                          |  |                       |  |
|--------------------------|--|-----------------------|--|
| Owner Information: _____ |  |                       |  |
| Name: _____              |  | Contact Person: _____ |  |
| Address: _____           |  |                       |  |
| Phone Number: _____      |  | Fax Number: _____     |  |
|                          |  | Mobile Number: _____  |  |

|                       |                |              |  |
|-----------------------|----------------|--------------|--|
| Engineer              | Contact Person | Phone Number | Email: _____                                       |
| Architect             | Contact Person | Phone Number | Email: _____                                       |
| General Contractor    | Contact Person | Phone Number | Contractor License Number <input type="checkbox"/> |
| Mechanical Contractor | Contact Person | Phone Number | Contractor License Number <input type="checkbox"/> |
| Electrical Contractor | Contact Person | Phone Number | Contractor License Number <input type="checkbox"/> |
| Plumbing Contractor   | Contact Person | Phone Number | Contractor License Number <input type="checkbox"/> |

A permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced. All permits require final inspection.

***A Certificate of Occupancy must be issued before any building is occupied***

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

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

**OFFICE USE ONLY:**

|                    |                      |
|--------------------|----------------------|
| Approved by: _____ | Date approved: _____ |
|--------------------|----------------------|

Building Permit Fee: \_\_\_\_\_  
 Water Impact Fee: \_\_\_\_\_  
 Sewer Impact Fee: \_\_\_\_\_  
 Water Meter Fee: \_\_\_\_\_  
 Sewer Tap Fee: \_\_\_\_\_

Total Permit Fees: \_\_\_\_\_  
 Received By: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 BV Project #: \_\_\_\_\_



*City of La Vernia*  
102 E. Chihuahua Street, La Vernia, Texas 78121  
Phone: (830) 779-4541 • Fax: (830) 253-1198

## Commercial Permit Submittal Requirements

**CONSTRUCTION DOCUMENT SUBMITTALS:** Three (3) copies of the completed set of construction documents are required for plan review. Construction documents must be submitted along with completed permit application form.

- An additional set of plans may be required for fire sprinklered buildings

**Note:** Drawings containing a label such as "not for construction" or "for pricing only" will not be accepted for permit application.

**PROFESSIONAL LICENSE:** Each drawing and document shall be sealed, signed, dated and designed by a State of Texas Registered Architect, Registered Engineer, Registered Interior Designer, where applicable as required by the State of Texas Engineering and Architect Practice Act.

**REQUIRED DRAWINGS AND DOCUMENTS:** (City Building Inspection Department may request additional information if necessary).

Drawings must be drawn to scale, dimensioned and of sufficient clarity.

1. Site plan<sup>(a)</sup>
2. Floor plans and roof plans
3. Exterior elevation
4. Door schedules, window schedules, hardware schedules
5. Construction details; interior elevations and interior finish schedules
6. Structural plans must include: foundation plans, roof and floor framing plans, wall sections and details
7. Mechanical, electrical and plumbing site plans and schedules
8. Plumbing plans (including riser diagram)
9. Mechanical plans
10. Electrical plans (including riser diagrams)
11. Certified Energy Compliance Report<sup>(b)</sup>
12. Asbestos Survey (for renovation or demolition permits)<sup>(c)</sup>
13. Texas Department of Licensing and Regulation architectural barriers project registration information<sup>(d)</sup>

**NOTE:**

- a. The Plat must be approved and the Site plan must be released by the Planning/Engineering Department before a permit will be issued.
- b. U.S. Department of Energy, [www.energycodes.org](http://www.energycodes.org)
- c. Texas Department of Health, Asbestos Program Branch [1-512-834-6600, [www.dshs.state.tx.us/asbestos](http://www.dshs.state.tx.us/asbestos)]
- d. Texas Department of Licensing and Regulation [1-800-803-9202, [www.license.state.tx.us](http://www.license.state.tx.us)]

# City of La Vernia

102 E Chihuahua St  
P.O. Box 225  
La Vernia, TX 78121  
Phone: (830) 779 - 4541

Registration Fee: \$100.00

## CONTRACTOR REGISTRATION

Type of Contractor: (Choose all that apply)

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Backflow                   | <input type="checkbox"/> House Mover              | <input type="checkbox"/> Plumber - MP exempt    |
| <input type="checkbox"/> Demolition                 | <input type="checkbox"/> Sign Installer           | <input type="checkbox"/> Electrician - exempt   |
| <input type="checkbox"/> Fence Installer            | <input type="checkbox"/> Site Development         | <input type="checkbox"/> Mechanical/HVAC        |
| <input type="checkbox"/> Fire Alarm - exempt        | <input type="checkbox"/> Swimming Pool            | <input type="checkbox"/> Water Softener         |
| <input type="checkbox"/> Fire Sprinkler - exempt    | <input type="checkbox"/> Utility / Public Works   | <input type="checkbox"/> Irrigation             |
| <input type="checkbox"/> General Contractor         | <input type="checkbox"/> Residential Home Builder | <input type="checkbox"/> Commercial Builder     |
| <input type="checkbox"/> Electrical Sign Contractor | <input type="checkbox"/> Fire Line Contractor     | <input type="checkbox"/> Propane Tank Installer |

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

Business Owner: \_\_\_\_\_  
Printed name of Business Owner

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

Physical Address: \_\_\_\_\_  
\_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

Mobile Number: \_\_\_\_\_

E-Mail: \_\_\_\_\_

State License Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
**\*attach copy of license, if applicable**

Name of person holding State License: (printed) \_\_\_\_\_

Signature of person holding State License: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ State: \_\_\_\_\_  
**\*attach copy of license**

Print name of person signing application: \_\_\_\_\_

\_\_\_\_\_  
\*Signature

\_\_\_\_\_  
Date

\*If state license is required, this must be the name of the person holding the State of Texas license.  
If no state license is required, this must be the name of the business owner.

Continued on back

Plumbers applying for a Medical Gas Permit must provide proof of Medical Gas Endorsement.

Contractors holding a valid State Contractor License are exempt from the registration fee (include, but not limited to: Electricians, Plumbers, Mechanical, Fire Alarm, Fire Sprinkler/Suppression, Irrigators)

Contractors must provide proof of insurance. The State may require specific insurance and it must be provided to the City. You must provide proof of General Liability Insurance showing the City of La Vernia as a Certificate Holder and must show "with completed operations" on certificate. The minimum amount of insurance required is \$1,000,000., or a minimum of \$300,000 if you are a Limited Contractor.  
ALL PROOF OF INSURANCE MUST BE AN ORIGINAL.

All work is to be performed in accordance with the Codes adopted by the City, the Laws of the State of Texas, and other Ordinances adopted by the City of La Vernia.

All registrations expire one year from date of registration. Registration fee is \$100.00.

Fire Alarm & Fire Sprinkler contractors are only required to provide a copy of their state license.

Updated 6/6/2022

Date Received: \_\_\_\_\_

Check Number: \_\_\_\_\_



Permit Number: \_\_\_\_\_

Fee Paid: \_\_\_\_\_

### City of La Vernia

PO Box 225, La Vernia, TX 78121, (830) 779-4541, Metro/Fax (830) 253-1198

### SIGN PERMIT APPLICATION

Business Owner: \_\_\_\_\_  
Physical Address: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_  
Sign Company: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_  
Date Sign is to be Erected/Installed: \_\_\_\_\_  
Location and Content of the Sign: \_\_\_\_\_

**The property owner must provide written consent, name, address, and telephone contact.**

**Type of Sign:**

|                                  |          |                                     |          |
|----------------------------------|----------|-------------------------------------|----------|
| _____ Wall Mount                 | \$100.00 | _____ Changeable Copy               | \$100.00 |
| _____ Roof Mount                 | \$100.00 | _____ Poster Enclosure              | \$100.00 |
| _____ Pole/Pylon                 | \$100.00 | _____ Repairs w/like size & content | No Fee   |
| _____ Monument                   | \$100.00 | _____ Temporary Subdivision         | \$50.00  |
| _____ Billboard (annual Renewal) | \$100.00 | _____ Temporary Inflatable          | \$50.00  |
| _____ Banner                     | \$50.00  | _____ Temp. New/Relocated Business  | \$50.00  |
| _____ Electronic                 | \$100.00 | _____ Temporary Sail, Teardrop,     | \$50.00  |
| _____ Other                      |          | _____ Feather, Bow Banner, etc.     |          |

Will the sign require electricity? \_\_\_\_\_ yes \_\_\_\_\_ no

Applicant is required to submit: (not required for billboard copy changes)

\_\_\_\_\_ A site plan indicating the position, height, and size of the proposed sign and other existing advertising structures on the property in relation to nearby buildings or structures, north arrow and scale of drawing, property lines, curb lines, adjacent streets, alleys, curb cuts and setback clearance zones;

\_\_\_\_\_ Specifications for the construction and display of the sign;

\_\_\_\_\_ Copy of stress diagrams or plans, when needed, containing information as to safety and structural integrity of the sign. *Note: The City of La Vernia assumes no liability for safety and structural integrity;*

\_\_\_\_\_ Copy of permit approved by TXDOT, Texas Transportation Commission, Wilson County, Texas or successor agencies, if state law requires a state permit;

\_\_\_\_\_ Any variance that will be requested.

**\*Expiration of Permits: Permits shall expire two years from the date of issuance if the sign has not been erected in accordance with the Texas Local Government Code Section 245.05(b).**

|                              |                                 |            |
|------------------------------|---------------------------------|------------|
| _____ Signature of Applicant | _____ Printed Name of Applicant | _____ Date |
|------------------------------|---------------------------------|------------|

|                              |                    |
|------------------------------|--------------------|
| _____ Approved               | Approved By: _____ |
| _____ Denied                 |                    |
| _____ Additional Info Needed | Date: _____        |