

## **Façade Improvement Program**

The purpose of the Façade Improvement Program is to provide grant funding to existing business and/or property owners to encourage renovation and rehabilitation of the downtown district. The funds can be used for exterior improvements only; no roof or interior improvements can be made with this grant. The Gun Barrel City Economic Development Corporation may contribute up to 50% of the façade project cost up to a \$5,000 maximum per property. This is a one-time distribution to each program participant per project. An eligible business/property owner can apply up to two (2) times per fiscal year (October 1 – September 30) for the program. The Gun Barrel City's EDC contribution shall be in the form of a reimbursement upon final completion of the project and submission of all invoices of materials and services paid.

### **Eligible Projects/Costs**

- Signs (new, repairs, replacement, removal)
- Awnings
- Lighting
- Paint
- Removal/replacement of inappropriate exterior finishes or materials
- Recessing/reconfiguring lighting
- Removal of extraneous elements
- Door/window replacement or repair
- Exterior cleaning
- Pavement Improvements

Design, materials and labor costs are also eligible costs. In-kind, donated, "sweat equity" or similar no cost to the Applicant improvements, services, or materials will not be matched and are ineligible costs under the Façade Improvement Program. **All improvements must meet all applicable city codes and ordinances.**

### **Application Deadline**

Applications process begins October 1 of every year and will continue until all allocated funds are distributed. Applications that meet all of the program guidelines and criteria will be voted on by the Gun Barrel City EDC board for either approval or denial of the application. All applicants will be notified in writing of the board's decision in a timely manner. Work must begin within 30 days of the grant and should be completed within six months of the issuance of the grant.



If extra time is needed, a variance in writing explaining the need for a time extension must be submitted to the Gun Barrel City EDC board for consideration.

### Guidelines

1. Applicants must apply for the grant **before** restoration or renovation work begins. **No grants will be awarded for work that has already been done.** Funding is distributed as a reimbursement following application approval and submission of all paid project costs for the completed and approved work.
2. Applicants must have three quotes for the renovation work and no pending city code violations.
3. The matching funds will be limited to a maximum of the \$5,000 per business/building owner. An applicant can spend more on improvements but will not be reimbursed more than the \$5,000.
4. Funding of the grant is awarded at the discretion of the Gun Barrel City EDC based on the proposed guidelines. Gun Barrel City EDC reserves the right to sole discretion in awarding the matching grants.
5. Use of funds will be focused only on exterior improvement work on storefronts and commercial buildings.
6. Payment of grant funds shall be reimbursed after work is satisfactorily completed to the terms of the application and grant authorization. **Copies of all invoices must be submitted for reimbursement.**
7. Applicant must provide verification that property taxes on the property are paid and current.
8. Applicant must provide hard copy and digital “before” pictures of the building.

### Project Cost Reimbursement

Requests for reimbursement will only be processed and brought before the Gun Barrel City EDC for final approval after the rehabilitation/improvement work is completed and approved following a final field inspection by City staff or their designee in order to verify compliance with the project scope. Further, reimbursement under the Program means that no payment will be issued until the Applicant has paid for the improvement work in full. Reimbursement claims must be accompanied by the following supporting documents:

- Proof of payments (i.e., cancelled checks, paid invoices/receipts of eligible expenses)
- Statements from architects, contractors and/or subcontractors acknowledging that all payments have been received
- Proof of final government inspection
- Hard copy and digital “after” photographs of the façade improvements



## Façade Improvement Grant Application

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

Project Address: \_\_\_\_\_

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

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

Phone Number: (     ) \_\_\_\_\_ - \_\_\_\_\_

Name of Property Owner (if different from Applicant)

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

Owner Address: \_\_\_\_\_

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

Phone Number: (     ) \_\_\_\_\_ - \_\_\_\_\_

Total Estimated Cost of Project: \$\_\_\_\_\_

Have you ever received the Façade Improvement Grant for this property?

Yes\_\_\_\_ NO \_\_\_\_

\_\_\_ I have read and understand the Guidelines and Criteria for this Grant

Please attach a written description and cost estimate for the work to be done and a photo of the building.

Please submit the application to:

The Gun Barrel City Economic Development Corporation  
Façade Improvement Grant Application  
1720 West Main Street  
Gun Barrel City, Texas 75156



## Application Checklist

- \_\_\_ A completed Application
- \_\_\_ A completed Agreement Form
- \_\_\_ A photo of the building
- \_\_\_ A written cost estimate for improvements
- \_\_\_ If the applicant is not the property owner, please attach a letter from the property owner giving approval for the improvements to be made to the building/parking lot.
- \_\_\_ A detailed description of the proposed improvements to be made to the building/parking lot . This description must include information on the methods and materials to be used in the improvements.
- \_\_\_ Verification that property taxes on the property are paid and current.



## Agreement Form

I fully understand the procedures established by the Gun Barrel City Economic Development Corporation in determining grant eligibility.

I have read and understand the Gun Barrel City Economic Development Corporations Façade Improvement Program procedures and guidelines.

I understand that, if I participate in this program, any deviation from this agreement will result in the withdrawal of funds and disqualification from the program.

I agree to give a copy of all receipts showing expenditures for the project work completed of the project and funds.

I understand that the Façade Improvement Program Grant is not funded by the City of Gun Barrel City.

I agree to have the proposed project started within one (1) month of award notification and project completed within six (6) months of start date.

---

Applicant Signature

---

Date

---

Gun Barrel City EDC Signature

---

Date



(7) **Penalties.** Where work for which a permit is required by this code is started or proceeded prior to obtaining said permit, the fees herein specified shall be doubled, but the payment of such double fee shall not relieve any persons from fully complying with the requirements of this code in the execution of the work nor from any other penalties prescribed herein.

(8) **Re-inspection fees.** The fee for re-inspection may be \$60 for each subsequent inspection, per trade.

(9) **Irrigation permit fees.** The permit fee shall be \$60.  
(Ord. 98-023, passed 8-11-98; Am. Ord. 99-013, passed 7-27-99; Am. Ord. O-2009-028, passed 12-8-09)

**Cross-reference:**—§ [150.125](#)

#### § 4.00 PLAN REVIEW FEES.

Any person desiring a permit required by this code and being applicable shall, at the time of filing an application, be assessed the following plan review fees:

A non-refundable plan review fee of \$200 is due at the time of plan submittal on new construction permits for single family dwellings.

A non-refundable plan review fee of \$60 is due at the time of plan submittal on residential remodeling permits.

A non-refundable plan review fee equal to 65% of the building permit fee is due at the time of plan submittal on all commercial construction, new or remodeled.

(Ord. 98-023, passed 8-11-98; Am. Ord. O-2009-028, passed 12-8-09)

#### § 5.00 CONTRACTOR REGISTRATION FEES.

(A) **Building contractor's registration fees.** Any person, firm or corporation desiring to engage in business of construction or erection of any building within the city shall pay an annual registration fee of \$100.

(B) **Electrician's registration fee.** Any person, firm or corporation desiring to engage in the business of electrical construction or of the installation of wiring and apparatus for electric lights, appliances, heating or power in the city shall pay an annual registration fee of \$100.

(C) **LP gas contractor's registration fee.** Any person, firm or corporation desiring to engage in the business of installing or repairing LP gas systems or appliances within the city shall pay an annual registration fee of \$100.

(Ord. 98-023, passed 8-11-98)

(D) **Plumber or irrigation contractor's registration.** Any person, firm or corporation desiring to engage in the business of plumbing or irrigation work within the city shall be required to register annually but with no associated fee. (Reference Senate Bill 1354 effective 09-01-09)

(E) **Sign contractor's registration fee.** No person, firm or corporation shall install or maintain any sign, or contract for such service, until such person, firm or corporation has applied for a registration to install, erect and maintain signs, and until such registration has been approved and issued. Such registration shall be \$100 per year payable.

(F) **Mechanical contractor's registration fee.** Any person, firm or corporation desiring to engage in the business of installing heating, refrigeration, or air conditioning within the city shall pay an annual registration fee of \$100.

(Ord. O-2009-007, passed 2-24-09; Am. Ord. O-2009-028, passed 12-8-09)

**Cross-reference:**—§§ [150.126](#), [154.15](#)





7

