



CERTIFICATE OF OCCUPANCY FOR EXISTING BUILDINGS

Planning and Community Development Department
550 Landa Street, New Braunfels TX 78130
Phone: (830) 221-4060
www.nbtexas.org

Application #: _____

Business Name: _____

Appl. Fee: \$154.00
(\$150 application fee + \$4 tech. fee (3%))

Business Address: _____

Suite #: _____

This application is to be used for all new businesses locating in an existing building within the city limits of New Braunfels.

*****A building cannot be occupied or opened for business without the issuance of a Certificate of Occupancy*****

In order to expedite the completion of inspections and issuance of the Certificate of Occupancy, all items on this form must be answered clearly. **Any items left blank or not stated clearly will delay the process.**

Applicant Contact Information: This application will be completed with the cooperation of the building owner and tenant.

1. Incoming Business:

Business Name: _____

Business Owner: _____

Phone: _____

Email: _____

2. Property Owner:

Name: _____

Phone: _____

Email: _____

Property Information:

The following is critical to the review of the application. *Missing information will delay the process.*

1. Submit one (1) complete **floor plan** showing the following:

- Interior Walls (label dimensions)
- Doors & Windows
- Gross Area (in square feet) of space to be occupied
- Room Labels (kitchen, bathroom, dining room, garage, etc.)
- Exit Signs
- All seating (include total number of individual seats)

2. Submit one (1) complete **site plan** showing the following:

- Location and outline of All Buildings - mark which will be used by the proposed business
- All Striped Parking Spaces
- Number of Parking Spaces
- Trash Storage Location, Dumpsters or Carts*

***Please note:** Regardless of the trash service level, all new service requests must first comply with **Section 110-59 of the Solid Waste Ordinance**. Please refer to [Municode - New Braunfels Online Code of Ordinances](https://library.municode.com/tx/new_braunfels/codes/code_of_ordinances) (https://library.municode.com/tx/new_braunfels/codes/code_of_ordinances)

3. Zoning of the property _____
 Special use permits or variances? _____
4. Does another business currently occupy the building? Yes _____ No _____
5. Name of Business that Currently/Previously Occupied the Subject Space _____

 Use / Description of Previous Business _____

 Date the Previous Business Vacated the Space / Property _____

Incoming Business Information:

6. Use / Description of Incoming Business – Please Be Specific _____

 Number of Employees _____
 Hours of Operation _____
7. Is the incoming business regulated by a state or federal agency? Yes _____ No _____
 ▪ *IF YES:* Provide your certificate/permit number _____
 ○ **Attach a copy of the certificate/permit to your application**
8. Is the building located in the Downtown area (*see map on next page*)? Yes _____ No _____
 ▪ *IF YES:* This application will be sent to the Downtown Development Coordinator.
9. Is there an existing or proposed alarm system in the building? Yes _____ No _____
 ▪ *IF YES:* Application for a premises alarm permit must be made at the Police Department.

Environmental Health Information:

10. Will alcohol and/or food be served? Yes _____ No _____
11. Will the Building be used as or have a child day care? Yes _____ No _____
12. Will the Building be used as a boarding kennel, pet shop and/or groomer? Yes _____ No _____
 ▪ *IF 10, 11 OR 12 WERE ANSWERED YES:* A Health Inspection is required.

Building Division Information:

13. Will there be any alterations done to the structure? Yes _____ No _____
14. If there will be any changes made to the structure and/or its surroundings, please include electrical, plumbing & mechanical information. (PLEASE DESCRIBE IN DETAIL ON A SEPERATE DOCUMENT)
 *****Any changes, excluding cosmetic, made to the structure will require licensed contractors to obtain appropriate permits. Work must be completed & final inspections done prior to issuance of certificate.*****

Fire Division Information:

- 15. Current inspection on all fire extinguishers? Yes ____ No ____
- 16. Current inspection on all applicable fire protection systems? Yes ____ No ____
- 17. Address marking meets current Fire code? Yes ____ No ____

Fire Code Info (<http://nbtexas.org/1031/Forms-and-Submittal-Requirements>)

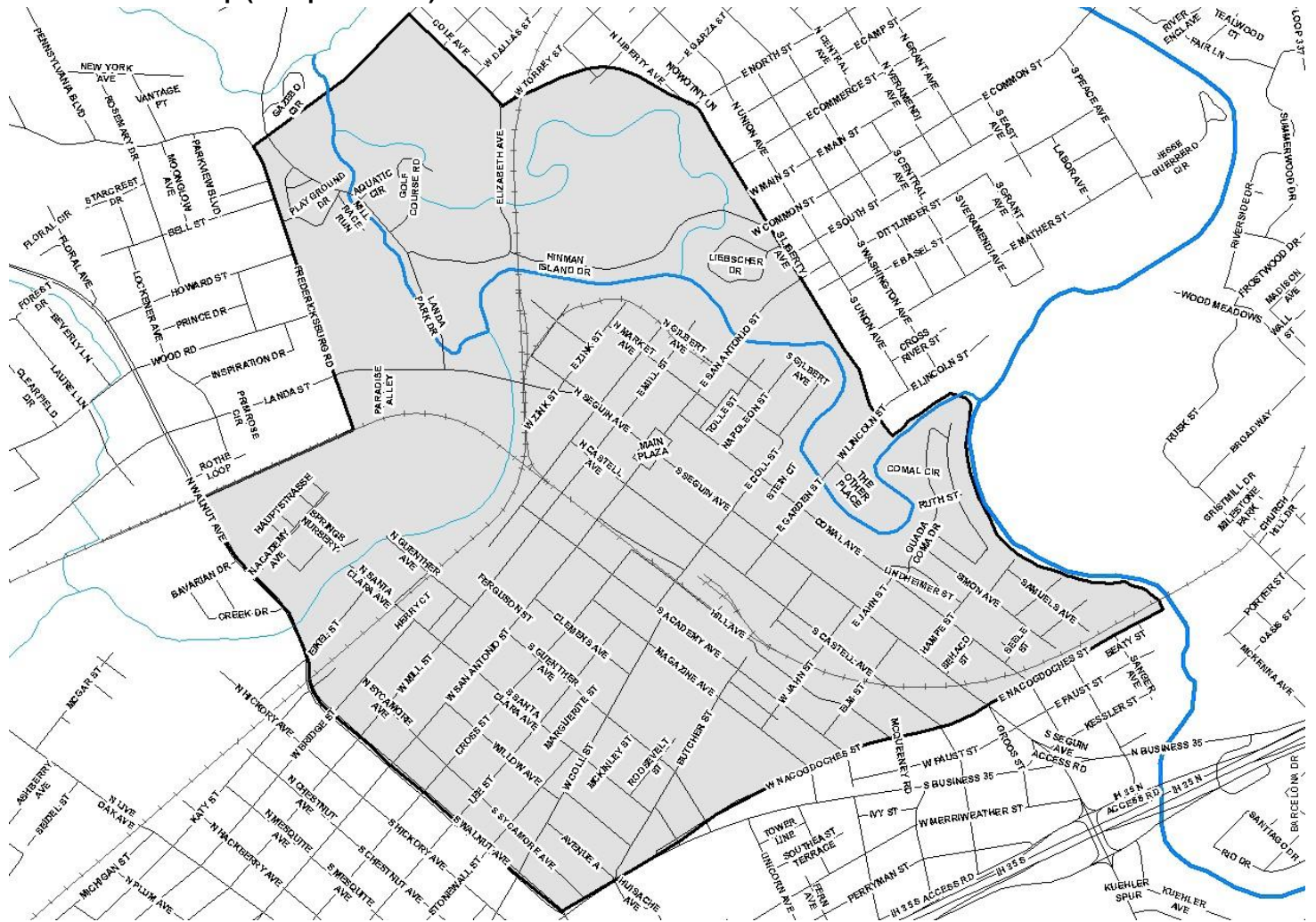
The Certificate of Occupancy process has been explained to me and I acknowledge:

- 1. I am responsible for calling all required departments for inspections related to obtaining a Certificate of Occupancy.
- 2. My business cannot open/occupy the property until the City of New Braunfels has issued a Certificate of Occupancy.

Applicant Signature

Date

Downtown Area Map (see question #8)



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*****PLEASE KEEP THIS PAGE FOR YOUR RECORDS*****

The above information will be reviewed by the City departments named below: All approvals will be needed before a Certificate of Occupancy can be issued.

