



**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 + \$4.00 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](https://library.municode.com/tx/new_braunfels/codes/code_of_ordinances))

3. Zoning of the property \_\_\_\_\_  
 Special use permits or variances? \_\_\_\_\_
4. Do any other businesses currently occupy the building? Yes \_\_\_\_\_ No \_\_\_\_\_  
 If Yes, provide a list of suite numbers and existing businesses for the building (Separate Sheet)
5. Is this a change of ownership/occupant only for the subject space? Yes \_\_\_\_\_ No \_\_\_\_\_
6. Name of business that currently/previously occupied the subject space for this application \_\_\_\_\_  
 \_\_\_\_\_  
 Use / Description of Previous Business \_\_\_\_\_  
 \_\_\_\_\_  
 Date the Previous Business Vacated the Space / Property \_\_\_\_\_

**Incoming Business Information:**

7. Use / Description of Incoming Business – Please Be Specific \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Number of Employees \_\_\_\_\_  
 Hours of Operation \_\_\_\_\_
8. 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**
9. 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.
10. Is there an existing or proposed security 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:**

11. Will alcohol and/or food be prepared, served, or available? Yes \_\_\_ No \_\_\_\_\_
12. Will the building be used to store any food for retail (Grocery, warehouse, bulk food bins, etc.)? Yes \_\_\_ No \_\_\_\_\_
13. Will there be a swimming pool, spa or septic system onsite? Yes, \_\_\_\_\_ No \_\_\_\_\_ Not Sure \_\_\_\_\_
14. Will the Building be used as or have a child day care? Yes \_\_\_\_\_ No \_\_\_\_\_
15. Will the Building be used as a boarding kennel, pet shop and/or groomer? Yes \_\_\_ No \_\_\_\_\_  
 ▪ *IF 10, 11, 12, 13 OR 14 WERE ANSWERED YES: A Health Inspection is required.*

**Building Division Information:**

- 16. Will there be any alterations done to the structure? Yes \_\_\_\_ No \_\_\_\_
- 17. If there will be any changes made to the structure and/or its surroundings, please include electrical, plumbing & mechanical information. (PLEASE DESCRIBE IN DETAIL IN THE SPACE BELOW)  
**\*\*\*Any changes, excluding cosmetic, made to the structure will require licensed contractors to obtain appropriate permits. Work must be completed & final inspections approved prior to issuance of certificate of occupancy.\*\*\***
- 18. Description of Proposed Alteration/Remodel: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Fire Division Information:**

- 19. Current inspection on all fire extinguishers? Yes \_\_\_\_ No \_\_\_\_
- 20. Current inspection on all applicable fire protection systems? Yes \_\_\_\_ No \_\_\_\_
- 21. Address marking meets current Fire Code? Yes \_\_\_\_ No \_\_\_\_

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

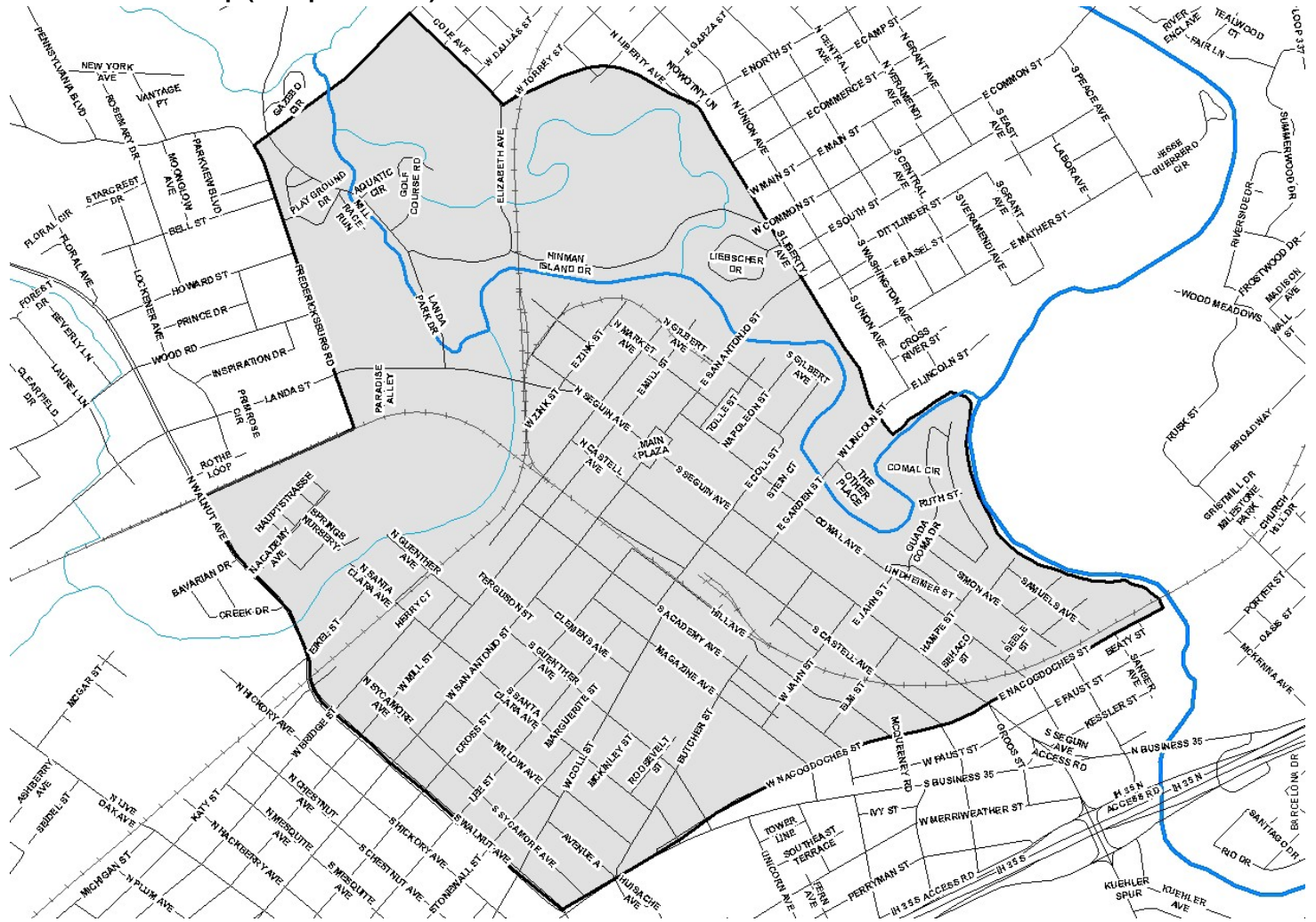
**The Certificate of Occupancy process has been explained to me and I acknowledge:**

- 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 #9)**



*(Intentionally Blank)*

**\*\*\*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.

