

CERTIFICATE OF OCCUPANCY FOR EXISTING BUILDINGS

Application Fee: \$154.00 (\$150.00 application fee + \$4.00 3% tech fee)

Business Name: _____

Business Address: _____ Suite #: _____

This application is to be used for all new businesses and ownership change 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. If this is an ownership change you can either provide the floor plan and the site plan listed below or a copy of the previous certificate of occupancy.

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*

3. Please note: Regardless of the trash services level, all new service request 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

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 _____
 o **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 11, 12, 13, 14 OR 15 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 license 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:

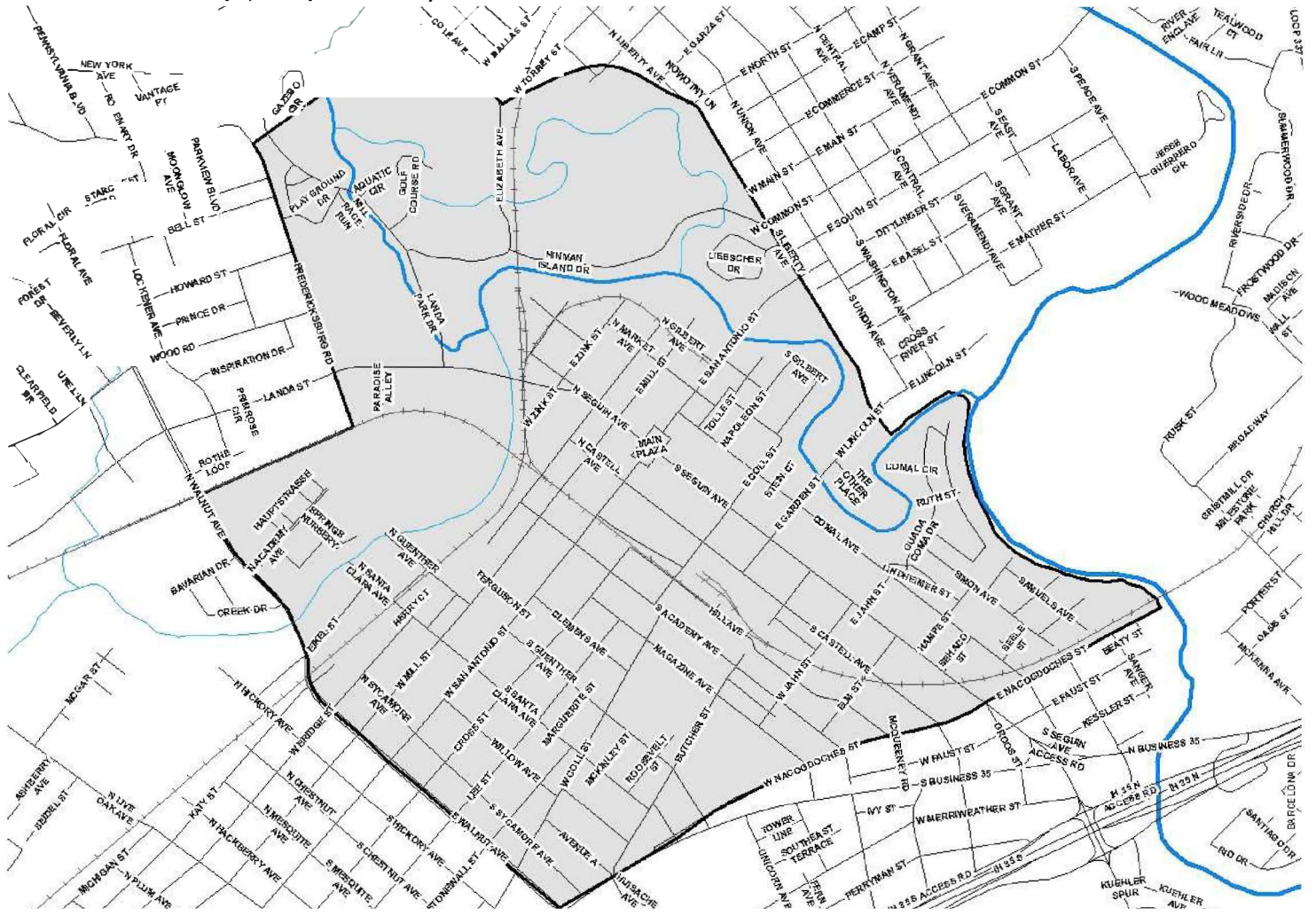
- 19. Current inspection on all fire extinguishers? Yes ___ No ___
- 20. Current inspection on all applicable fire protection systems? Yes ___ No ___
- 21. Address marking meets current Fire Code? Yes ___ No ___
[Fire Code Info\(https://www.newbraunfels.gov/1031/Forms-and-Submittal-Requirements\)](https://www.newbraunfels.gov/1031/Forms-and-Submittal-Requirements)

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



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

The above information will be reviewed by the appropriate City departments named below. All approvals and inspections will be needed before a Certificate of Occupancy can be issued. Reviews are not limited by the information below.

Building Safety Division will verify application submittal for completeness and distribute the application to the following departments for review as needed.

Planning Division to review

- Zoning
- Parking
- Use
- Fed./State Permits (if required)

Fire Department to review

- Fire extinguishers
- Fire protection systems
- Address meets Fire Code

Solid Waste to review

Determines what type of refuge service needed

Environmental Health Department to review

- Alcohol and or food prepared or served
- Storage of food
- Swimming pools, spa, septic systems
- Childcare
- Boarding kennel, pet shop, grooming

If corrections are required or application is incomplete each department will notify the applicant through email

or

If all provided information is complete and meets requirements

Applicant submits required corrections/provides missing information

Planning Technician will email the applicant on who and how to request for inspections

It is the responsibility of the applicant to email in for the inspections

Building Inspection

inspections@newbraunfels.gov

Fire Inspection

<https://app.smartsheet.com/b/form/39dc029914b14e9aae2654c4c06b758a>

Environmental Health

environmentalhealthdivision@newbraunfels.gov

Once inspections have been approved, the Building Safety Division will email the applicant a Certificate of Occupancy. It is required that the Certificate of Occupancy be displayed at the approved business site.