City of New Braunfels

BUILDING INSPECTION

APPLICATION FOR CERTIFICATE OF OCCUPANCY FOR EXISTING BUILDINGS IN THE CITY OF NEW BRAUNFELS

APPLICATION #:_____ DATE :_____

ADDRESS :_____ PARCEL #:_____

BUSINESS NAME:_____ APPL. FEE: **$50.00**

This application is to be used for all businesses locating in an existing building within the city limits of New Braunfels. The application will be completed with the cooperation of the building owner and tenant. 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 open or not stated clearly will delay the process.**

IT IS UNDERSTOOD THAT THE BUILDING WILL NOT BE OCCUPIED OR OPEN FOR BUSINESS WITHOUT THE ISSUANCE OF A CERTIFICATE OF OCCUPANCY.

APPLCANT INFORMATION

1. Is the building currently occupied? Yes _____ No _____
2. Will there be any alterations done to the structure? Yes _____ No _____
3. Submit two (2) complete floor plans and / or seating plans include the following: interior walls, doors, windows, room labels and exit signs
4. Current/Previous business name_____
5. Current/Previous Type of Business _____
6. Zoning of the property _____

7. Special use permits or variances? _____

8. 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.

9. Will alcohol and/or food be served? Yes _____ No _____

10. Will the Building be used as or have a childrens day care? Yes _____ No _____

    -IF QUESTION 8 OR 9 WERE ANSWERED YES, a health inspection is required.

APPLICANT CONTACT INFORMATION

1. New Business Name_____

   Phone Numbers_____

2. Business Owner_____

   Phone Numbers_____

3. Property Owner _____

   Phone Numbers_____

4. Type of business _____

5. What is the specific use for the building and occupants?

6. Is the building in the downtown area (all properties on Seguin Street from underpass and all properties on San Antonio from Walnut to Union)?
   Yes _____ No _____
   -IF YES, this application will be sent to the Main Street office.

7. If there will be any changes made to the structure and/or its surroundings? Please include electrical, plumbing & mechanical. (PLEASE DESCRIBE IN DETAIL)
   ****NOTE: 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.**

REQUIRED CITY APPROVALS

The following information will be completed by the City departments named below: All department approvals will be needed before a Certificate of Occupancy can be issued

PLANNING AND ZONING

APPROVAL: **Inspection Required** _____

Denied _____

Contingent upon the following:_____

_____ _____

Planning Official

Date

BUILDING DEPARTMENT

APPROVAL: **Inspection Required** _____

Denied _____

Contingent upon the following:_____

_____ _____

Building Official Date

FIRE DEPARTMENT

APPROVAL: **Inspection Required** _____

Denied _____

Contingent upon the following:_____

_____ _____

Fire Inspector Date

HEALTH DEPARTMENT

APPROVAL: **Inspection Required** _____

Denied _____

Contingent upon the following:_____

_____ _____

City Sanitarian Date

The Certificate of Occupancy process has been explained to me and I acknowledge I am responsible for calling all required departments for inspections related to obtaining a Certificate of Occupancy.

_____

Applicant Signature Date