

## Here is a basic guide on submitting applications on The City of New Braunfels Online Permitting Portal:

Go to the City's Permit Portal site <https://nbpermits.nbtexas.org/publicaccess/>

Login using your previously created user account (email address) and password



**Log In**

New User > [Create New](#)

Username (email)

Password

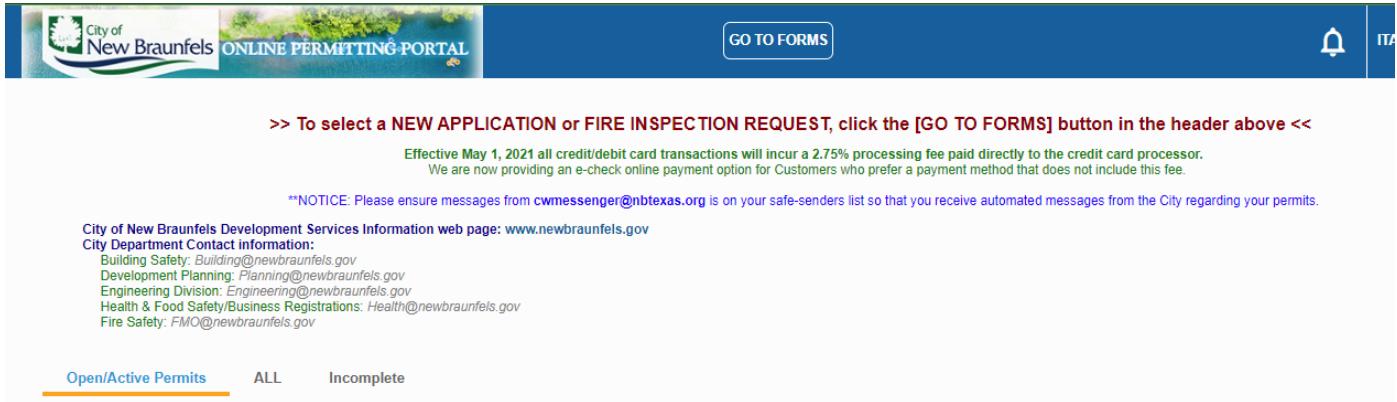
**Log In**

[Forgot Password?](#)

5.2.1-Release

## SUBMITTING AN APPLICATION ONLINE

Once you have logged in to the site you should see all permits where your login email is a listed contact. Permits that are still in progress/open will be listed under the **Open/Active Permit** tab. All permits where your email account is listed as a permit contact will be displayed in the ALL tab. Incomplete tab lists requests/applications that have been started, but not yet submitted.



To begin a new application, click on GO TO FORMS button at the top of the page – this will take you to the list of all available applications / requests on the portal by City Department:



Then select the folder for the permit you need:

Select an Application

search Applications...

Applications

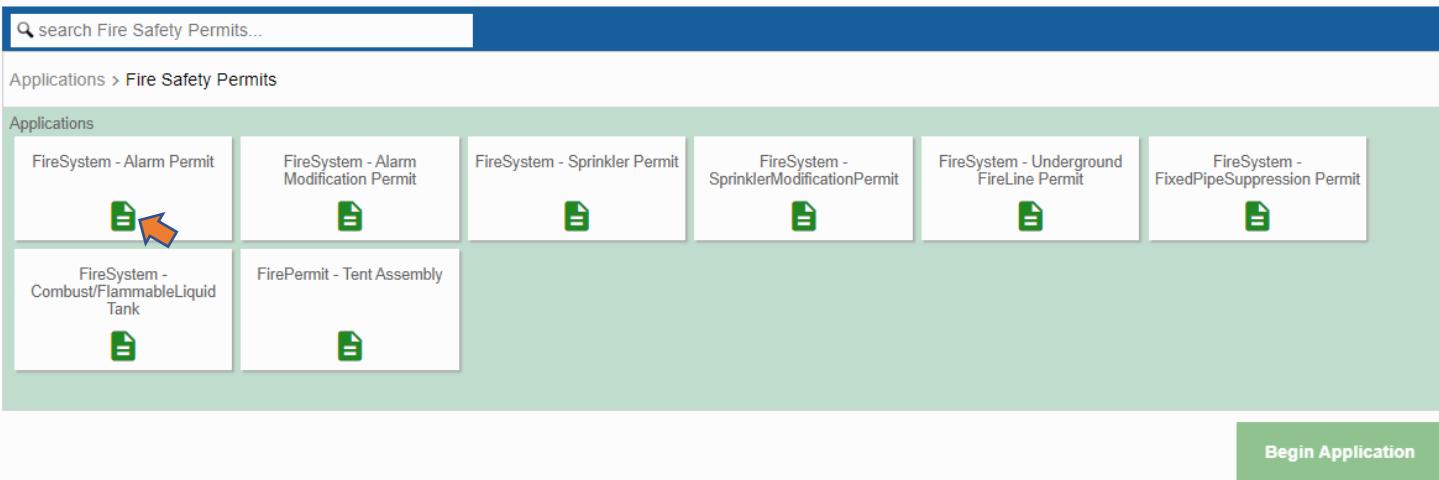
Categories

Building    Engineering-PublicWorks    Planning/Zoning    Historic Properties    Health Registrations    Fire Safety Permits

**Begin Application**

Select the specific permit you require and click Begin Application. (If you need additional details about the requirements for each permit, a link to the City's webpage is provided for you when you click on a permit)

### Select an Application



search Fire Safety Permits...

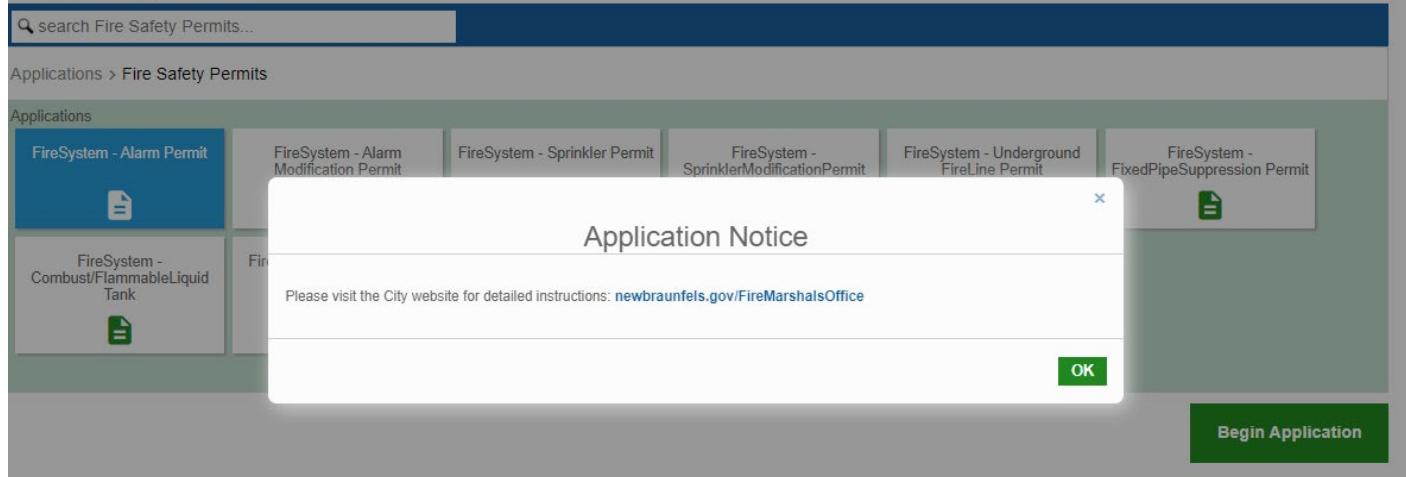
Applications > Fire Safety Permits

Applications

FireSystem - Alarm Permit	FireSystem - Alarm Modification Permit	FireSystem - Sprinkler Permit	FireSystem - SprinklerModificationPermit	FireSystem - Underground FireLine Permit	FireSystem - FixedPipeSuppression Permit
 <a href="#">Begin Application</a>					
FireSystem - Combust/FlammableLiquid Tank	FirePermit - Tent Assembly				
					

[Begin Application](#)

### Select an Application



search Fire Safety Permits...

Applications > Fire Safety Permits

Applications

FireSystem - Alarm Permit	FireSystem - Alarm Modification Permit	FireSystem - Sprinkler Permit	FireSystem - SprinklerModificationPermit	FireSystem - Underground FireLine Permit	FireSystem - FixedPipeSuppression Permit
					
FireSystem - Combust/FlammableLiquid Tank	FirePermit - Tent Assembly				
					

**Application Notice**

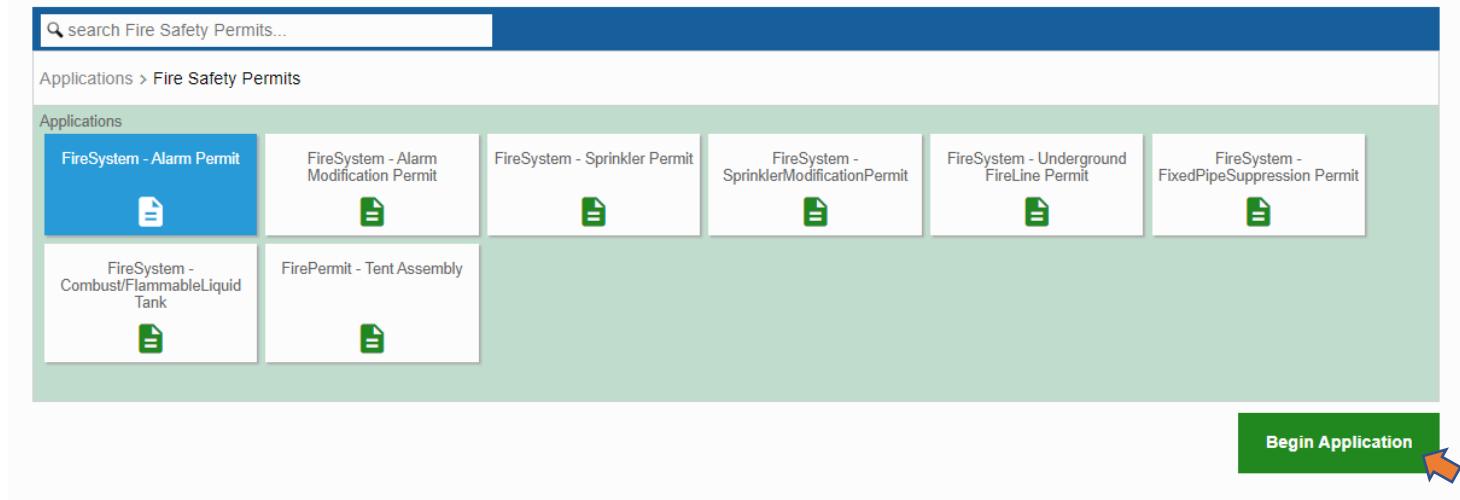
Please visit the City website for detailed instructions: [newbraunfels.gov/FireMarshalsOffice](http://newbraunfels.gov/FireMarshalsOffice)

[OK](#)

[Begin Application](#)

Once you have selected the application you need, click on Begin Application

### Select an Application



search Fire Safety Permits...

Applications > Fire Safety Permits

Applications

FireSystem - Alarm Permit	FireSystem - Alarm Modification Permit	FireSystem - Sprinkler Permit	FireSystem - SprinklerModificationPermit	FireSystem - Underground FireLine Permit	FireSystem - FixedPipeSuppression Permit
					
FireSystem - Combust/FlammableLiquid Tank	FirePermit - Tent Assembly				
					

[Begin Application](#)

Complete each of the application form sections.

**Application: FireSystem - Alarm Permit**

**Step 1 of 5**

1 Main

Application Description/Name \_\_\_\_\_

Address/Location \_\_\_\_\_



Powered by Esri

Cancel | Clear | Next

2 People

3 ApplicForm

4 Attachment

5 Payment

Required items are presented in **Red text** or have a red background. Required items **MUST** be completed before the application can proceed. Examples of required items:

Applicant [more....](#) [Use My Information](#)

Name \_\_\_\_\_

Address Line1 \_\_\_\_\_

City Name \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone (Home) \_\_\_\_\_ Phone (Mobile) \_\_\_\_\_

Email \_\_\_\_\_

Comment

Yes  No

Organization EIN/TIN: \_\_\_\_\_

Text \_\_\_\_\_

! What type of Special Event will this be? [?](#)

Select a value \_\_\_\_\_

! Provide a detailed description of the special event/activity to occur. Attach an promo

Comment \_\_\_\_\_

! Event Start Date / Date Range start (if recurring, provide first event date): [?](#)

! Event End Date: [?](#)

Detailed information and requirements for application submittals can be found on the Fire Marshal's web page:

<https://newbraunfels.gov/313/Fire-Marshals-Office>

Home · Departments · Fire Department · Administration & Emergency Management · Fire Marshal's Office

## FIRE MARSHAL'S OFFICE

The Fire Marshal's Office is staffed with Assistant Chief (Fire Marshal), Captain (Deputy Fire Marshal), three Lieutenants, and one Engineer/Assistant Fire Marshals. The functions performed by the Fire Marshal's Office include:

- o Fire Prevention Inspection and Code Enforcement Activities in New and Existing Occupancies.
- o Plan Review for New Construction, renovations of Existing Buildings, and Fire and Life safety systems.
- o Fire Investigations
- o Public Education Programs

### How Do I...

- o [Request an Inspection](#)
- o [Permits](#) **Permits**
- o [Report a Red/Yellow Tag](#)
- o [Forms & Guides](#)
- o [Citizen FAQ's](#)
- o [Developer FAQ's](#)

[VIEW ALL LINKS](#)

Once your application is submitted, you can keep up with the status of your permit on the portal and make any required payments online.

City of New Braunfels Permit Information web page: [www.newbraunfels.gov](http://www.newbraunfels.gov)

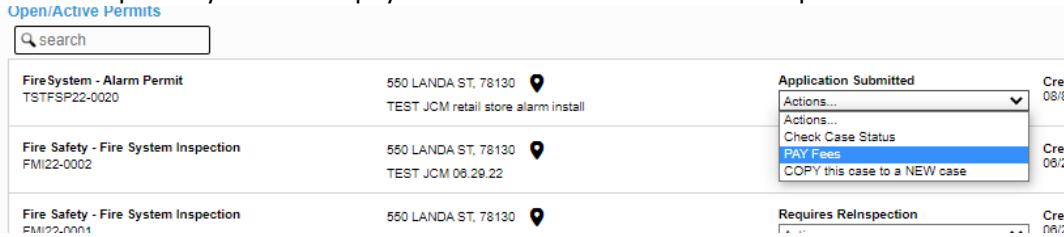
City Department Contact information:

Building Safety: [Building@newbraunfels.gov](mailto:Building@newbraunfels.gov) ~ 830-221-4060  
Development Planning: [Planning@newbraunfels.gov](mailto:Planning@newbraunfels.gov) ~ 830-221-4050  
Engineering Division: [Engineering@newbraunfels.gov](mailto:Engineering@newbraunfels.gov) ~ 830-221-4020  
Health & Food Safety: [Health@newbraunfels.gov](mailto:Health@newbraunfels.gov) ~ 830-221-4070  
Fire Safety: [FireMarshal@newbraunfels.gov](mailto:FireMarshal@newbraunfels.gov) ~ 830-221-4200

Open/Active	Incomplete	All	
Open/Active	1 to 10 of 136 items.	<input type="text" value="search"/>	
Fire Safety - Fire System Inspection FSI22-0029	550 LANDA ST, 78130 	test clone insp from permit	<b>Due for Inspection</b> Actions... <input data-bbox="1237 1769 1269 1790" type="button" value="Create"/> 08/16/2022
FireSystem - Sprinkler Permit FSY2022-0026	550 LANDA ST, 78130 	test	<b>Application Submitted</b> Actions... <input data-bbox="1237 1820 1269 1841" type="button" value="Create"/> 08/08/2022
FireSystem - Sprinkler Permit FSY2022-0025	550 LANDA ST, 78130 	new sprinkler for JC's Kitchen	<b>Requires Reinspection</b> Actions... <input data-bbox="1237 1871 1269 1892" type="button" value="Create"/> 08/08/2022
FireSystem - SprinklerModificationPermit FSY2022-0024	550 LANDA ST, 78130 	JC's kitchen sprinkler mod	<b>Pay Fees</b> Actions... <input data-bbox="1237 1913 1269 1934" type="button" value="Check Case Status"/> <input data-bbox="1237 1934 1269 1955" type="button" value="Create New Case From Current"/> 08/08/2022
FireSystem - SprinklerModificationPermit FSY2022-0023	550 LANDA ST, 78130 	No Application Name	<b>Application Submitted</b> Actions... <input data-bbox="1237 1976 1269 1997" type="button" value="Create"/> 08/08/2022

## MAKE A PAYMENT USING THE ONLINE PORTAL

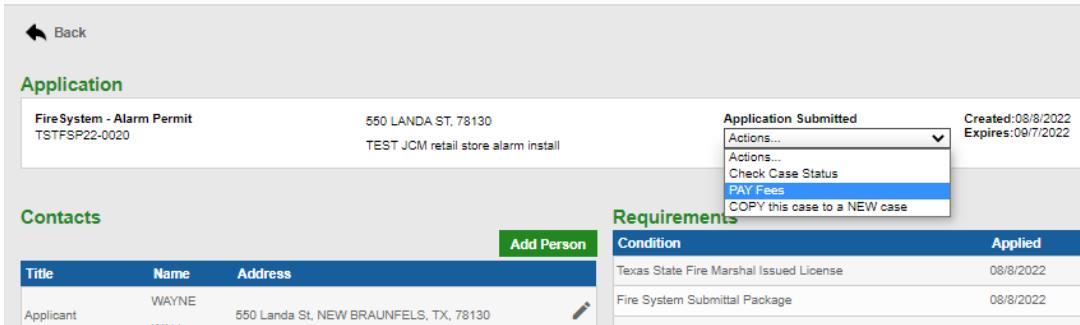
From the home page find the permit you want to pay and select PAY Fees from the drop down list:



Open/Active Permits

Permit Type	Address	Actions...	Created
Fire System - Alarm Permit TSTFSP22-0020	550 LANDA ST. 78130 TEST JCM retail store alarm install	Application Submitted Actions... Actions... Check Case Status <b>PAY Fees</b> COPY this case to a NEW case	08/8
Fire Safety - Fire System Inspection FMI22-0002	550 LANDA ST. 78130 TEST JCM 08.29.22		08/2
Fire Safety - Fire System Inspection FMI22-0001	550 LANDA ST. 78130	Requires Reinspection	08/2

OR from inside an open permit you can also select PAY Fees from the drop down list:



Back

Application

Permit Type	Address	Actions...	Created	Expires
Fire System - Alarm Permit TSTFSP22-0020	550 LANDA ST. 78130 TEST JCM retail store alarm install	Application Submitted Actions... Actions... Check Case Status <b>PAY Fees</b> COPY this case to a NEW case	08/8/2022	09/7/2022

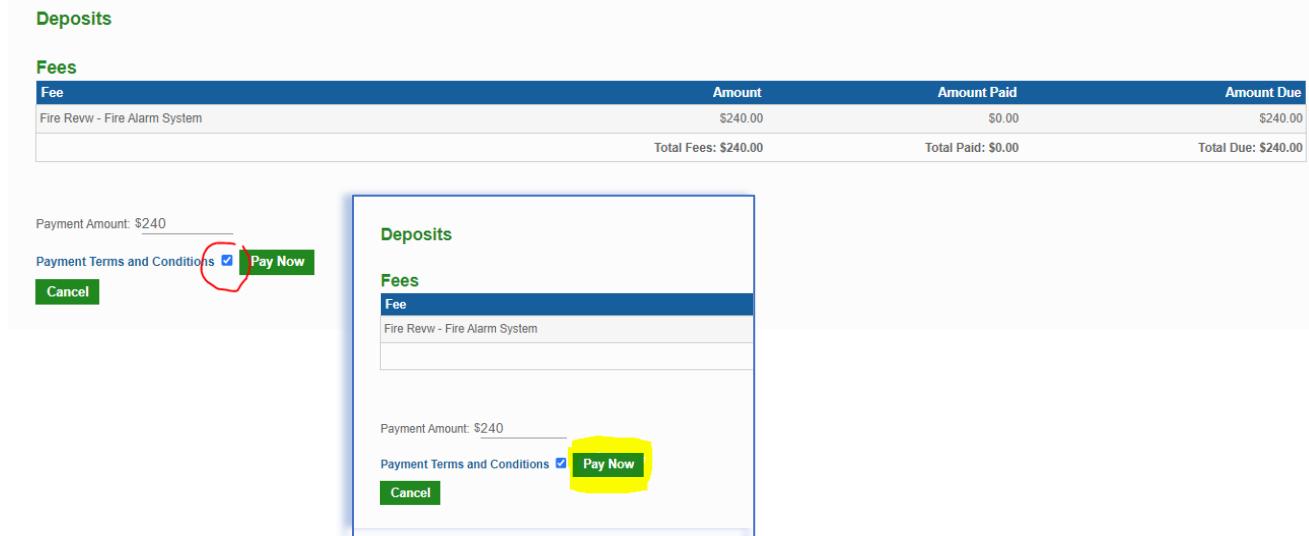
Contacts

Title	Name	Address	Add Person
Applicant	WAYNE	550 Landa St, NEW BRAUNFELS, TX, 78130	

Requirements

Condition	Applied
Texas State Fire Marshal Issued License	08/8/2022
Fire System Submittal Package	08/8/2022

Once you are on the payment page, you will see the total amount of the fees owed. You may enter the amount to be paid, if different from the full Total. Then Check the box beside the Payment Terms and Conditions and click on PAY NOW



Deposits

Fees

Fee	Amount	Amount Paid	Amount Due
Fire Revv - Fire Alarm System	\$240.00	\$0.00	\$240.00
Total Fees: \$240.00	Total Paid: \$0.00	Total Due: \$240.00	

Payment Amount: \$240

Payment Terms and Conditions  **Pay Now**

**Cancel**

Deposits

Fees

Fee
Fire Revv - Fire Alarm System

Payment Amount: \$240

Payment Terms and Conditions  **Pay Now**

**Cancel**

Upon clicking Pay Now, you will be taken to a separate payment site. Complete the payment form. When your payment is complete, you will be sent an email receipt and be returned to the City's online portal. Your payment should display as processed within your permit.

**NOTICE:** all credit/debit card transactions will incur a 2.75% processing fee paid directly to the credit card processor which is NOT included in your City fee payment amount. The processing fee will display as a separate transaction on your credit card billing statement.

