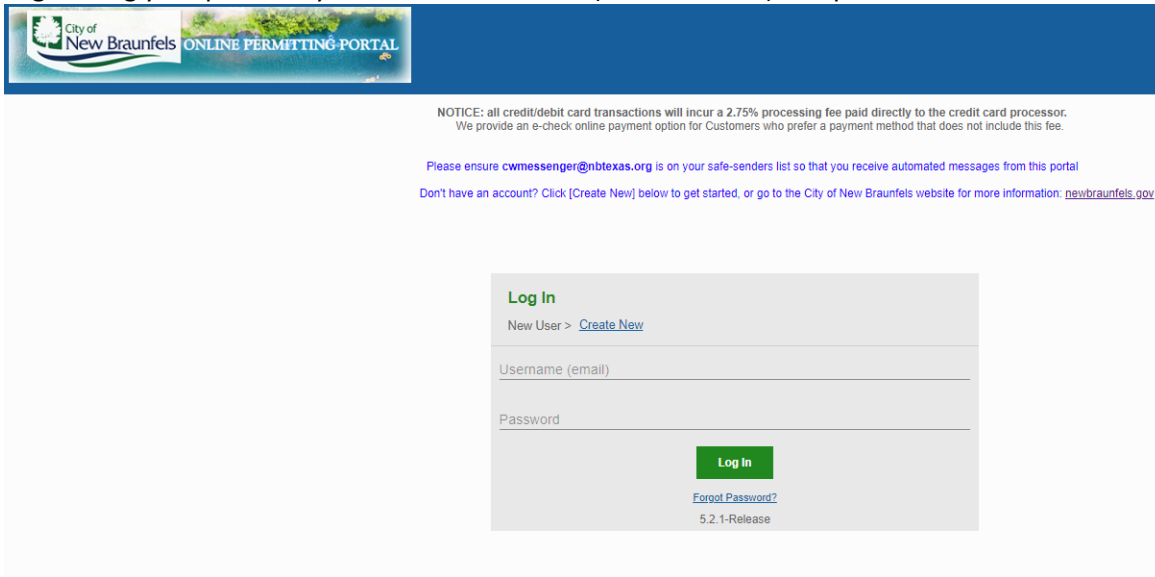


Here is a basic guide on submitting applications on The City of New Braunfels Online Permitting Portal:

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

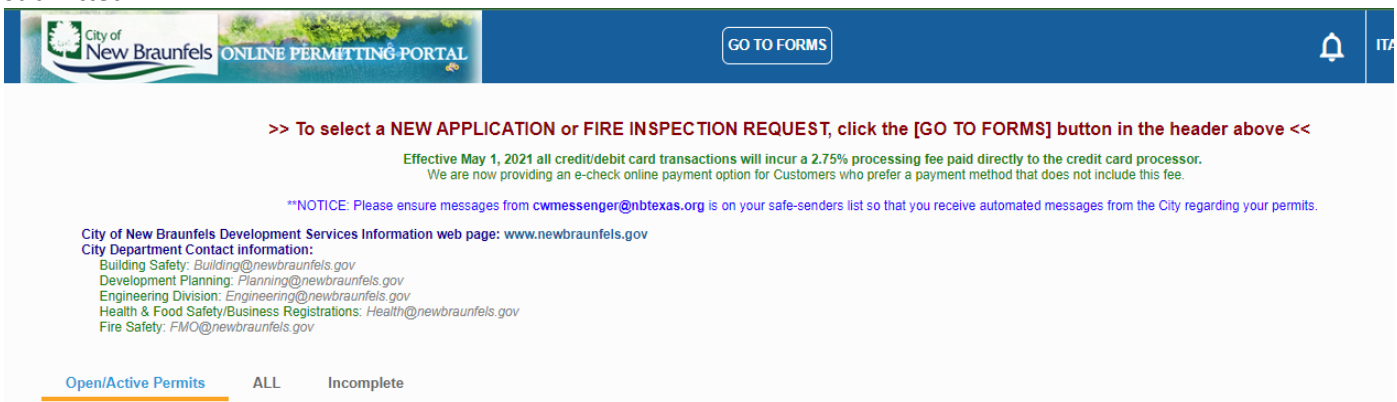
Login using your previously created user account (email address) and password



The screenshot shows the login page of the City of New Braunfels Online Permitting Portal. At the top, there is a header with the city logo and the text "ONLINE PERMITTING PORTAL". Below the header, there is a notice about credit/debit card transactions and a link to the city website. The main content area contains a "Log In" section with a "New User > Create New" link. Below this are input fields for "Username (email)" and "Password", followed by a "Log In" button. A "Forgot Password?" link is also present. At the bottom of the login section, it says "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.



The screenshot shows the dashboard of the City of New Braunfels Online Permitting Portal. At the top, there is a header with the city logo, the text "ONLINE PERMITTING PORTAL", and a "GO TO FORMS" button. Below the header, there is a navigation bar with three tabs: "Open/Active Permits", "ALL", and "Incomplete". The "Open/Active Permits" tab is currently selected. Below the navigation bar, there is a section titled ">> To select a NEW APPLICATION or FIRE INSPECTION REQUEST, click the [GO TO FORMS] button in the header above <<". Below this, there is a notice about credit/debit card transactions and a link to the city website. The main content area contains a list of applications, with the "Open/Active Permits" tab selected. Below the list, there is a "Begin Application" button.

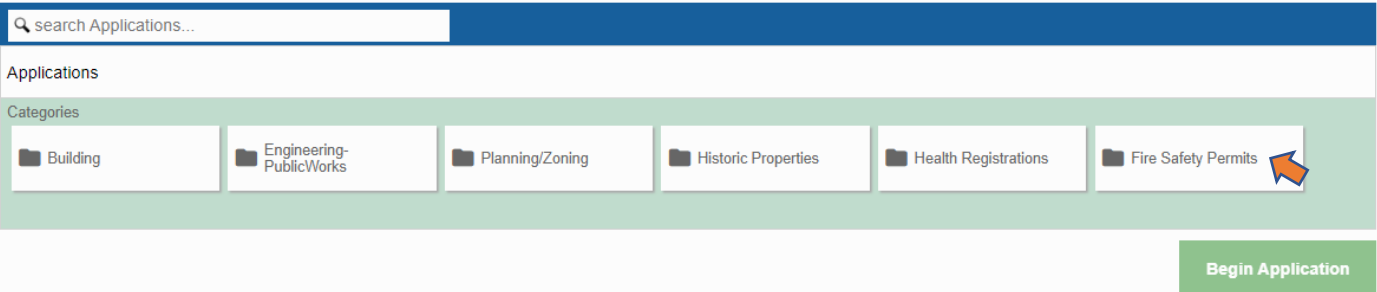
To begin a new application, click on GO TO FORMS button at the top of the page – this will take you to the list of all available applications / requests on the portal by City Department:



The screenshot shows the "GO TO FORMS" button at the top of the page. An orange arrow points to the button.

Then select the folder for the permit you need:

Select an Application



The screenshot shows the "Select an Application" page. At the top, there is a search bar with the text "search Applications...". Below the search bar, there is a section titled "Applications". Below this, there is a "Categories" section with six folders: "Building", "Engineering-PublicWorks", "Planning/Zoning", "Historic Properties", "Health Registrations", and "Fire Safety Permits". An orange arrow points to the "Fire Safety Permits" folder. At the bottom right, there is a "Begin Application" button.

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

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

Select an Application

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

OK

Begin Application

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

Select an Application

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 DescriptionName

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 photo

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:

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

How Do I...

- [Request an Inspection](#)
- [Permits](#)
- [Report a Red/Yellow Tag](#)
- [Forms & Guides](#)
- [Citizen FAQs](#)
- [Developer FAQs](#)

[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

City Department Contact Information:

Building Safety: Building@newbraunfels.gov ~ 830-221-4060

Development Planning: Planning@newbraunfels.gov ~ 830-221-4050

Engineering Division: Engineering@newbraunfels.gov ~ 830-221-4020

Health & Food Safety: Health@newbraunfels.gov ~ 830-221-4070

Fire Safety: FireMarshal@newbraunfels.gov ~ 830-221-4200

Open/Active	Incomplete	ALL
Open/Active		
1 to 10 of 136 items. search		
Fire Safety - Fire System Inspection FSI22-0029	550 LANDA ST, 78130 test clone insp from permit	Due for Inspection Actions... Created 08/16/2022
FireSystem - Sprinkler Permit FSY2022-0026	550 LANDA ST, 78130 test	Application Submitted Actions... Created 08/8/2022
FireSystem - Sprinkler Permit FSY2022-0025	550 LANDA ST, 78130 new sprinkler for JCs Kitchen	Requires Reinspection Actions... Created 08/8/2022
FireSystem - SprinklerModificationPermit FSY2022-0024	550 LANDA ST, 78130 JCs kitchen sprinkler mod	Check Case Status Pay Fees Create New Case From Current Created 08/8/2022
FireSystem - SprinklerModificationPermit FSY2022-0023	550 LANDA ST, 78130 No Application Name	Application Submitted Actions... Created 08/8/2022

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

FireSystem - Alarm Permit TSTFSP22-0020	550 LANDA ST, 78130 TEST JCM retail store alarm install	Application Submitted Actions... Check Case Status PAY Fees COPY this case to a NEW case	Cre: 08/8
Fire Safety - Fire System Inspection FMI22-0002	550 LANDA ST, 78130 TEST JCM 06.29.22		Cre: 08/2
Fire Safety - Fire System Inspection FMI22-0001	550 LANDA ST, 78130	Requires Reinspection	Cre: 08/2

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

Back

Application

FireSystem - Alarm Permit
TSTFSP22-0020

550 LANDA ST, 78130
TEST JCM retail store alarm install

Application Submitted
Actions...
Check Case Status
PAY Fees
COPY this case to a NEW case

Created:08/8/2022
Expires:09/7/2022

Contacts

Add Person

Title	Name	Address
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 Revw - 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 Revw - 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.

Payment processing page:

City of
New Braunfels

Building Safety: BuildingPermitTechs@nbtexas.org
Development Planning: Planning@nbtexas.org
Engineering Division: Engineering@nbtexas.org
Health & Food Safety: EnvironmentalHealthDivision@nbtexas.org

550 Landa St ★ New Braunfels TX 78130

NOTICE: all credit/debit card transactions will incur a 2.75% processing fee paid directly to the credit card processor. This fee will display as a separate transaction on your credit card billing statement. If you prefer a payment method that does not include this processing fee, you may utilize the eCheck payment option, also provided below.

Billing address

Name

Full name as displayed on account

Address

1234 Main St

Address 2 (Optional)

Apartment or suite

City

Country

United States

State

Choose...

Zip

Phone

Email

Payment

☒ Credit/Debit card

☐ E-Check

Credit card number

Expiration Month

Choose...

Expiration Year

Choose...

CVV

Invoice Number

47444

Payment for Case

TSTFSP22-C***

Total (USD)

\$2,750.00

Process Payment

© 2022 - City of New Braunfels

Sample receipt email:

Payment for Case: CO2022-C***

pp

Permit Payment <cwmessage@nbtexas.org>

To: *****@comcast.net

2/26/2022

If there are problems with how this message is displayed, click here to view it in a web browser.

20a1b5fc-8c2b-44a4-8fc4-41e2425d424f.pdf

115 KB

550 Landa St ★ New Braunfels TX 78130 ★ 830.221.4060

Online Payment Receipt

Payment Date: Saturday, February 26 2022

Transaction #: C****

Payment Type: Mastercard

Case Number: CO2022-C***

Invoice #: 38272

Payment Amount: \$2,750.00

Cardholders Name: *****

Cardholders Email: *****@comcast.net

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 this payment amount. The processing fee will display as a separate transaction on your credit card billing statement.