



Subcontractor Registration Checklist

Registration with the Building Safety Division is required to operate as a plumbing, electrical, mechanical, or irrigation contractor within the city.

All Subcontractors must be registered with the city to perform subcontractor work within the city. Please refer to sections 14-44 through 14-48 of the City of New Braunfels Code of Ordinances for more information on the contractor registration ([Ordinance](#)).

Subcontractor registration applications must be submitted online at ([Online Portal](#)).

The following items are required for a complete submittal:

- Current copy of the Certificate of Liability Insurance (i.e., ACORD 25) with the City of New Braunfels listed as the certificate holder (\$300,000 minimum).
- Color copy of the applicant's current driver's license or other valid government-issued photo ID.
- Copy of current state license or certification e.g., Texas State Board of Plumbing Examiners (TSBPE), Texas Department of Licensing and Regulation (TDLR), or Texas Commission on Environmental Quality (TCEQ).
- Application fee, if applicable.

If you have previously registered with the city, please **DO NOT OPEN A NEW** registration application, as your existing registration might still be active. Email us at building@newbraunfels.gov with questions on how to renew your existing registration.

Subcontractor registration can be renewed anytime between 60 days before the expiration date and 30 days after the expiration date. The renewal process requires the payment of an annual fee and submission of valid liability insurance that lists the City of New Braunfels as the certificate holder. To renew your registration, you must contact us at building@newbraunfels.gov.

For the installation of generators, solar panels, or signs that involve electrical components, or for alterations or renovations where the electrical contractor acts as the responsible agent for the homeowner, it is necessary to have general contractor registration.