



GENERAL CHECKLIST FOR COMMERCIAL PERMIT SUBMITTALS

This page is intended as a guide and may not be completely exhaustive of all requirements. Please see the following pages for detailed information. If you have any questions, please feel free to contact the reviewing division listed on page 3.

1. Completed Building **Permit Application**
2. Upload a **complete set of plans in PDF form** for review to include the following:
 - All plans must be submitted in a clear and legible format.
 - All plans shall be scaled to $\frac{1}{4}''=1'$ or $\frac{1}{8}''=1'$, dimensioned, noted, clear and legible
 - a. **Cover Sheet** w/Code Analysis, Occupant Load and Construction Type
 - b. **Site Plan** w/Required Parking Calculations and Landscape Plan
 - c. **Floor Plan** w/Egress routes and exit load calculations
 - d. **Drainage Plan and Reports** (1 copy - See pg. 3)
 - e. **Elevation Plan** w/Articulation calculations (Sec. 144-5.22 Local Ordinance)
 - f. **Electrical Plan**
 - g. **Mechanical Plan**
 - h. **Plumbing Plan** w/riser diagram and required fixer counts
 - i. **ADA Plan** w/Elevations
 - j. **Special Inspections Form (If Required)**
 - k. **Fire Protection site/floor Plan** specific site plan w/ fire lanes (New or existing), Hydrant locations, fire protection systems noted (Alarm/Sprinkler), Riser room/FDC location (if applicable), exterior/interior doors, floor plan, etc. Plan provided will be used to determine if the permit meets applicable 2021 IFC requirements specific to Fire Department review.
3. **Area of Construction is in an Approved PDD. (Planned Development District)** Yes No
4. **Texas Department of Licensing and Regulation (TDLR)**. All projects over \$50,000.00 must be registered. Project Registration Confirmation Page www.tdlr.texas.gov/abprojectregistrationonline
5. **Asbestos Abatement Letter** (if building is remodeled or demolished)
6. **COMcheck Compliance Certificate** to include Envelope, Mechanical, Lighting, Lighting worksheet (www.energycodes.gov) (2021 IECC)
7. **Foundation Plan** (or attach driveway, sidewalk or foundation standard that is going to be used)
Engineered foundation letter on City form letter (New Construction/Additions over 500 sq ft)
8. **Landscape Plan** (See pg. 6 - Permits will not be issued without Planning Division approval)
9. **Environmental Health Division requirements:** Food service **menu** to be provided for all occupancies offering food or beverages, including alcohol. (See pg. 5)
10. **Utility Vendors** This permit or application for permit does not relieve the applicant from any construction requirements that may need to be addressed with the Utility Vendor. Failure to comply with utility vendors standards may result in non-compliance and would have to be corrected at the applicant's expense. Please contact your utility vendor prior to construction.

Utility Vendors for the New Braunfels Area:

New Braunfels Utilities (NBU)

Electric: <https://www.nbutexas.com/process/establishing-a-new-electric-connection/>

Water/Wastewater: wtrengadmin@nbutexas.com

Crystal Clear Water Supply Corporation (800) 659-1031

Springs Hill Water Supply Corporation (830) 379-7683

Canyon Lake Water Service Company (830) 964-2166

Green Valley Special Utility District (830) 914-2330

Pedernales Electric Cooperative (830) 868-7155

Guadalupe Valley Electric Cooperative (800) 223-GVEC

CenterPoint Energy (natural gas) (800) 427-7142

If any of the above-listed information is not included with the Building Permit Application, the application may be returned to the Contractor and/or Design Professional and may not be accepted until all information is resubmitted.

THE FOLLOWING PAGES CONTAIN DETAILED CHECKLISTS WHICH WILL ASSIST CUSTOMERS TO PROVIDE ALL REQUIRED DOCUMENTATION ON FIRST SUBMISSION.

IF YOU HAVE ANY QUESTIONS, FEEL FREE TO CONTACT THE REVIEWING DIVISIONS LISTED BELOW:

- *BUILDING DIVISION*
Phone: (830) 221-4041
- *ENGINEERING DIVISION*
Phone: (830) 221-4275
- *ENVIRONMENTAL HEALTH DIVISION*
Phone: (830) 221-4041
- *FIRE DIVISION*
Phone: (830) 221-4200
- *PLANNING DIVISION*
Phone: (830) 221-4041

ENGINEERING DIVISION

COMMERCIAL PERMIT INFORMATION REQUIREMENTS

Submittal items required but not limited to:

Yes No N/A

- Drainage report** (1 original) containing a narrative, including pre- and post-runoff calculations, hydrologic and hydraulic calculations, and additional specifications as set forth in the City of New Braunfels Drainage and Erosion Control Design Manual. This can be handled with calculations on the drawings if a small project. Also, can reference the overall plat if the area was included. Make sure the area was included.
- Detailed **site and grading plan** with dimension control. The plans shall include driveway entrances, sidewalks, parking layout, drainage area delineation, etc. and requirements as set forth in the City of New Braunfels Drainage and Erosion Control Design Manual.
- Soil erosion and sediment control plan.**
- Driveway, sidewalk, and drainage details**, etc.
- Traffic Impact Analysis (TIA)**. (In accordance with Section 118-46 y. 1 of the Code of Ordinances, a TIA may be waived by the City Engineer).
- Texas Department of Transportation (TxDOT) driveway and drainage permit** approval for projects on State roads.
- Texas Commission on Environmental Quality (TCEQ)** approval letter for development over the Edwards Aquifer Recharge Zone.
- Trash receptacle** locations.
- One CD in PDF format** of engineering plans, construction documents, and Drainage report.
- Construction Plan Checklist** signed by design engineer (available on Engineering web page).
- Copy of **Planned Development District** standards and requirements (if applicable)

Comment:

- (1) All requested plans are to be included as part of the completed construction plans submitted for the permit application.

ENVIRONMENTAL HEALTH DIVISION

COMMERCIAL PERMIT INFORMATION REQUIREMENTS

Commercial Permit: List of Health Division Food Service Requirements:

Yes No N/A

 Intended food service **menu**.

 Plumbing schematics/layout (grease waste vs. sanitary waste delineation, grease trap sizing, water heater sizing, sample well).

 Kitchen floor plan (equipment layout, interior and exterior seating, interior finish schedule).

Commercial Sewage Disposal Requirements: (check applicable)

- Method of sewage disposal to be utilized:
 - New Braunfels Utilities (NBU)
 - Other Publicly Operated Treatment Works (POTW)
 - Private On-Site Septic System
- Does this property currently contain an existing operating on-site septic system?

Yes No N/A

- Does this project intend to connect to the existing operating on-site septic system? (Instead of developing a new system)

Yes No N/A

PLEASE NOTE: All activity related to the installation, alteration, extension, or repairs of a septic system, including disturbing the soils through such connections, requires prior approval and permitting through the TCEQ Designated Agent, i.e., City of New Braunfels Environmental Health Division at (830) 221-4070.

FIRE DIVISION

COMMERCIAL PERMIT INFORMATION REQUIREMENTS

Yes No N/A

 Occupant load for Assembly uses.

 Hydrant locations and distance from buildings.

 Fire wall/barrier listings.

 Fire lanes as required per the International Fire Code.

 Hose Pull from Fire Apparatus Road (2015 IFC Section 503.1.1)

 Fire sprinkler/alarm as required per the International Fire Code.

PLANNING DIVISION

COMMERCIAL AND MULTIFAMILY PERMIT INFORMATION REQUIREMENTS

Yes	No	N/A	[All references are to the New Braunfels Code of Ordinances]																				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Zoning. State district: _____ (e.g., C-1, C-2A, etc.)																				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Legal Description , including Lot and Block number, name of Subdivision and Unit number, if applicable. If the property has not been platted, provide documentation (legal deed of record) that it has existed in its current configuration since prior to January 23, 1984.																				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Site plan , (scaled and dimensioned) to include the following information: <ul style="list-style-type: none"> A. Building Setbacks - front, side, and rear. Corner and residential adjacency setbacks as required. <i>[Ref. Chapter 144, Zoning]</i> B. Lot dimensions. C. All easements. D. Locations of all existing and proposed structures with distances between structures. E. Gross Floor Area (GFA) of all existing and proposed structures with a summary table that details the area of each use. (example below, required for parking and Roadway Impact Fee calculation) 																				
			Use Summary (example) <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th></th> <th>Use</th> <th>Area</th> </tr> </thead> <tbody> <tr> <td rowspan="2">Existing use</td> <td>Retail</td> <td>1,000 sq. ft.</td> </tr> <tr> <td>Office</td> <td>1,000 sq. ft.</td> </tr> <tr> <td rowspan="2">Proposed use</td> <td>Retail</td> <td>1,600 sq. ft.</td> </tr> <tr> <td>Office</td> <td>3,000 sq. ft.</td> </tr> <tr> <td>Total</td> <td></td> <td>6,600 sq. ft.</td> </tr> </tbody> </table>		Use	Area	Existing use	Retail	1,000 sq. ft.	Office	1,000 sq. ft.	Proposed use	Retail	1,600 sq. ft.	Office	3,000 sq. ft.	Total		6,600 sq. ft.				
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			<ul style="list-style-type: none"> F. Driveway approach detail, including flares/radii, width and spacing between driveways and distance from intersection. <i>[Ref. Sec. 114-98 (d) and (f), Chapter 114]</i> G. Location and width of sidewalks. 																				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Elevation plan , (scaled and dimensioned) to include the following information: <i>[Ref. Sec. 5.22, Chapter 144]</i> <ul style="list-style-type: none"> A. Height of structure. B. Building design elements. C. Roof treatment/type. D. Entryway. E. Customer entrance treatment and pedestrian route (for buildings over 60,000 sq. ft.) F. Details and calculations of horizontal and vertical articulation for facades facing a public street, as required. G. Exterior building material summary table with details of the proposed exterior finish (example below): 																				
			Exterior Finish Summary (example) <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Material</th> <th>Location</th> <th>Area</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>Stone</td> <td>4' wainscot</td> <td>1,000 sq. ft.</td> <td>42%</td> </tr> <tr> <td>Stucco</td> <td>Front, side, rear walls</td> <td>1,000 sq. ft.</td> <td>42%</td> </tr> <tr> <td>Metal</td> <td>Decorative elements</td> <td>400 sq. ft.</td> <td>16%</td> </tr> <tr> <td>Total</td> <td></td> <td>2,400 sq. ft.</td> <td>100%</td> </tr> </tbody> </table>	Material	Location	Area	Percentage	Stone	4' wainscot	1,000 sq. ft.	42%	Stucco	Front, side, rear walls	1,000 sq. ft.	42%	Metal	Decorative elements	400 sq. ft.	16%	Total		2,400 sq. ft.	100%
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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Landscape Plan , (scaled and dimensioned) to include the following information: <i>[Ref. Sec. 5.3, Chapter 144]</i> <ul style="list-style-type: none"> A. Minimum scale of one inch equals 100 feet; show scale in both written and graphic form. B. Location, size and common name of existing trees that are greater than or 																				

equal to an eight inch diameter measured 4 1/2' above the ground, except those listed in Appendix B. Any tree that is proposed to be saved as credit for the landscaping requirements in this Article shall also be marked and shown.

- C. Location, size (container size, planted height, etc.) and common name of all trees and shrubs to be planted as part of the landscape plan.
- D. Landscape Summary Table (example below)

Landscape Summary (example)			
Type	Common Name	Size	Number
Street shade tree	Red oak	3"	5
Street ornamental tree	Yaupon holly	2"	4
Parking lot shade tree	Lacey oak	3"	6
Residential buffer tree	Cedar elm	2"	5
Street shrub	Red yucca	5 gallon	40

- A. Location and design of all landscaping materials to be used, including paving, screens, earthen berms and ponds.
- B. Spacing of plant material where appropriate.
- C. Site distance and visibility triangles.
- D. Layout and description of irrigation, hose bibs, or water systems including location of water sources.
- E. Description of maintenance provisions.
- F. Name, address and email of the person(s) responsible for the preparation of the landscape plan including the name and address of the project.
- G. North arrow/symbol.
- H. A legible location map showing where the property is located.
- I. Dumpster and outside trash receptacle areas
- J. Fences/boundary walls by height and material and any other screening devices or vegetation.
- K. Residential buffer treatment where required. [Ref. Sec. 5.3-2]
- L. Date of the landscape plan.
- M. Tree Protection Plan. [Ref. Sec. 5.3-1(c)]
- N. *Please note: a separate tree removal permit must be submitted to the Planning Division if there are any protected trees that are to be removed from the property.*

Parking Plan, (scaled and dimensioned) to include the following information: [Ref. Sec. 5.1, Chapter 144]

- A. Parking space dimensions.
- B. Maneuvering space dimensions.
- C. Marked accessible spaces (van accessible)
- D. Drive through facility subject to additional standards. [Ref. Sec. 5.2, Chapter 144]
- E. Parking summary table with the following minimum information (example below):
 - 1. Existing and proposed use(s) on the property and the minimum number of required spaces with calculation detail.
 - 2. Total number of parking spaces proposed on the property.

Parking Summary (example)				
	Use	Area	Ratio	# of spaces
Parking required for existing development	Retail	1,000 sq. ft.	1/200	4
	Office	1,000 sq. ft.	1/300	3
Parking required for proposed development	Retail	1,600 sq. ft.	1/200	8
	Office	3,000 sq. ft.	1/300	10
Total required				25
Total provided				28

Elevation certificate/flood proof certificate, if property is located in a flood plain. [Ref. Chapter 58, Floods]

Flood study, if property is located in a floodway.

Outdoor Lighting Plan. Include the location and details of all proposed outdoor lighting. Provide cut sheets or specifications for the lighting that provides fixture and shielding detail. All exterior lighting must be fully shielded and shall not trespass onto neighboring property. *[Ref. Sec. 5.3-3, Chapter 144]*

I, the undersigned, have verified that all required information is submitted with the Building Permit Application.

Signature of Applicant

Date of Filing

Permit Technician