

# CONVERTING A RESIDENCE TO COMMERCIAL USE

**This is not a comprehensive list of all the requirements.**

Schedule a predevelopment meeting with City Staff at [newbraunfels.gov](http://newbraunfels.gov).

## DEVELOPMENT PLANNING: (830) 221-4041 | [planning@newbraunfels.gov](mailto:planning@newbraunfels.gov) | [newbraunfels.gov/planning](http://newbraunfels.gov/planning)



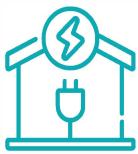
- Zoning must allow for intended use.
- Paved parking required for commercial use, with drive aisles and maneuvering space.
- Backing out into a public street is not allowed.
- Landscape buffers with tree and shrub plantings between street and parking areas.
- Residential buffers (Masonry wall and tree plantings requirements next to property with residential zoning OR use).
- Outside lighting must meet Ch. 144 Sec. 5.3-3.
- Landscape required for any expanded parking.
- Tree preservation requirements - removal of protected trees requires tree placement.

## FIRE: (830) 221-4200 | [tkress@newbraunfels.gov](mailto:tkress@newbraunfels.gov) | [newbraunfels.gov/313/Fire-Marshals-Office](http://newbraunfels.gov/313/Fire-Marshals-Office)



- Fire extinguishers required.
- Type of occupancy would depend on type of fire protection systems that will be required (Ex. Hydrant, hose pulls, sprinkler, fixed system, fire walls, etc.).
- Fire will review access to property.

## BUILDING SAFETY: (830) 221-4041 | [building@newbraunfels.gov](mailto:building@newbraunfels.gov) | [newbraunfels.gov/building](http://newbraunfels.gov/building)



- Bring electrical info compliance for commercial use (may be required, must discuss with Building Official 830-221-4041)
- Drinking fountain (Exception: Bottled water dispenser or water cooler) must discuss with Building Official 830-221-4041.
- Service sink (mop sink) unless occupancy is 15 or fewer.
- ADA compliance for restrooms, ramps and access to common areas.
- Signage (sign permit and building permit required).
- Certificate of occupancy must be obtained once all work is complete.

## TRANSPORTATION CAPITAL IMPROVEMENTS: (830) 221-4275 | [engineeringtechs@newbraunfels.gov](mailto:engineeringtechs@newbraunfels.gov) | [newbraunfels.gov/3247/Transportation-and-Capital-Improvements](http://newbraunfels.gov/3247/Transportation-and-Capital-Improvements)



- Impervious coverage - address increased rain runoff - contact Engineering 830-221-4275.
- The driveway approach onto the property must meet commercial entrance standards.
- If on a state highway a TXDOT permit may be needed.
- Solid waste (trash enclosure for dumpsters or individual cans) - contact Solid Waste 830-221-4040.

## HISTORIC PRESERVATION: (830) 221-4041 | [ktotman@newbraunfels.gov](mailto:ktotman@newbraunfels.gov)



- For properties located within local historic districts or individual landmarks, all exterior modifications to the structure or site require a Certificate of Alteration (COA) before permits are issued and work begins. Scopes of work subject to review may include but not limited to exterior door/window modifications, exterior ADA ramps/parking lot improvements, additions, signage, site work, in kind repair and maintenance.
- Contact Katie Totman at [ktotman@newbraunfels.gov](mailto:ktotman@newbraunfels.gov) to determine if property is designated historic.

## HEALTH & FOOD SAFETY: (830) 221-4041 | [environmentalhealthdivision@newbraunfels.gov](mailto:environmentalhealthdivision@newbraunfels.gov)



- If a kitchen is to be converted, the existing residential kitchen will need to be evaluated to see if commercial standards would be required.
- If using a septic system (OSSF) the usage rate would need to be evaluated for new occupancy.
- If there is an existing swimming pool, conversion to commercial pool standards may be required.

Should you decide to proceed with a residential to commercial conversion, a commercial permit application, with the required documentation as noted on the commercial checklist, must be submitted to the Building Safety by a contractor registered with the City of New Braunfels. Once reviews have been approved by all review groups, a permit can be issued

to a registered general contractor. The permit application and commercial checklist can be obtained at

<https://newbraunfels.gov/3432/Forms-Applications>. Please contact the Building Division at (830) 221-4041, or [Building@newbraunfels.gov](mailto:Building@newbraunfels.gov) if you have any questions about the permitting process. For additional information about your property, explore our interactive maps at <https://open-data-newbraunfels.hub.arcgis.com/pages/interactive-maps>.