



Short-Term/Vacation Rental Guide & Process

Can I run a Short-Term Rental? How?

Start with checking the [Short Term Rental Interactive Map](#) to see which process you need to follow.

Only need a Short-Term Rental Permit?

You'll need to submit the following with your application using the [Online Permit Portal](#):

- The **deed** to the property,
- A [site plan](#) with the dimensions and locations of all parking spots,
- A [floor plan](#) with all rooms and sleeping areas labeled,
- **Commercial Liability Insurance** totaling \$500,000, and
- an **Owner's Agent Letter of Authorization** (if applicable).

When your application is accepted, the **\$206** application fee - covering the application review, [Fire Inspection](#), and technology fees - will be due.

Once fees are paid, two things will happen:

1. We will then contact you to set up a city **Hotel Occupancy Tax (HOT)** collection account. Once you're set up, we ask that you submit a photo showing that you've logged into your HOT account and set everything up.
2. You will be able to schedule a **Fire Inspection** with the Fire Department through the [Online Permit Portal](#).

When both of those are proven and passed, you will receive an email and mailing containing the **Approval Letter Permit**, **Permit Decal**, [Tenant Notification Sheet](#) and a copy of the [Short Term Rental or Occupancy Code Section](#). The Approval letter will outline the requirements your Short Term Rental will have to meet.

Short Term Rental Permits have to be renewed every year. For renewal, please submit updated **Commercial Liability Insurance**, schedule and pass a **Fire Inspection** and pay the **\$128** associated fee on New Braunfels' [Online Permit Portal](#).

Need a Zoning Change (SUP for STR) before you can apply for an STR Permit?

Under your current zoning, Short Term Rental (STR) use isn't allowed. To request the use you have to apply for a SUP to be added to the property. The process for this application will take approximately three months and go before Planning Commission once and City Council twice. The City is required to notify property owners within 200 feet of the subject property. These notifications consist of newspaper notices, mailings and signage, fees apply. The SUP applications can be found on the City's [online permit portal](#).

Please note: this allowance is a discretionary decision made by City Council based upon review and consideration of property circumstances and input from neighbors.

You'll need to submit the following with your application on our [Online Permit Portal](#):

- **Survey** of the Property
- **Owner's Agent Letter of Authorization**
- **Location Map**, a reference map showing property boundaries in relation to the surrounding area
- **Deed**
- **Photos** of the property from the street showing the current state of the property
- **Floor plan** with all rooms and sleeping areas labeled
- **Site plan** with the dimensions and locations of all parking spots
 - **The following statement must be included on the site plan:** "I _____, the property owner, acknowledge that this site plan submitted for the purposes of rezoning this property is in accordance with all applicable provisions of the Zoning Ordinance. Additionally, I understand that City Council approval of this site plan in conjunction with a rezoning case does not relieve me from adherence to any/all City-adopted Codes/Ordinances at the time of plan submittal for building permits. Nor does it relieve me from adherence to any/all state or federal rules and regulations."
 - Drawn to scale
 - Property lines
 - Location of all buildings
 - Number, location, and dimensions of parking spaces
 - Driveways
 - North Arrow
 - Adjacent street names

When your application is accepted, you'll be asked to pay the fees, starting at **\$1,750** with additional fees based on the acreage of the property, the 3% technology fee, and other associated costs.

The **rezoning** request will first have a public hearing before **Planning Commission**, where the Commission will make a recommendation to **City Council**.

The request will then go to its first public hearing as an individual item before **City Council**. If approved, a second and final reading will be scheduled, where **City Council** will make their final decision on approval or denial of the request.

Note, if **20%** of the surrounding land area oppose the request, then a super majority vote (¾ of the Council body) is required from **City Council** for approval.

Is a Base Zoning Change also needed before applying for a Short-Term Rental Permit?

In the **SUP** application, you can opt-in to change your base **zoning** as a part of the **SUP** process. It will follow the same steps, fees and timeline as an **SUP** outlined above.

The reason a **zoning change** is required in addition to an **SUP** for your property is because the current ordinance *does not allow Short Term Rental Use* in residential zoning districts. By changing the base zoning of your property you will be adopting all of the regulations and allowed uses of the proposed zoning district. Some examples of those uses are office, multifamily, or duplex.

There are two zoning districts which allow for single family use outside of residential zones for you to consider:

C-O (Commercial Office District) is intended to encourage adaptive reuse of buildings or new office developments of the highest character in areas that are compatible and sensitive to the surroundings and ensure historic integrity. Such uses should not generate excess additional traffic or access problems.

or

MU-A (Low Intensity Mixed-Use District) is intended to provide for a mixture of retail, office, and residential uses in close proximity to enable people to live, work and shop in a single location. Bed-and-breakfast establishments could also be located in this district. Pedestrian walkways and open areas are desired in order to promote a pedestrian-friendly environment.

**Please note: you can apply for other non-residential zoning districts, however you may lose conforming status of your single or two family residence in other districts.*

Scheduling a Fire Inspection

1. Log in to New Braunfels' [Online Permit Portal](#).
2. Click **GO TO FORMS** at the top of the page.
3. Select **Fire Safety > Fire INSPECTION Request**.
4. Fill out the application and when you get to the application form be sure to fill in your permit/case number (STR-___ or STR23-____) and select "**Short Term Rental**" under "**Inspection being requested**".
5. Submit your Fire Inspection Request!

Definitions

*** The definitions here are simplified versions of their true definitions, see Section 144 for further specification and definitions.**

24 hour contact – The 24-hour contact is required to be able to travel to the short-term rental within 60 minutes under reasonable circumstances. They are the person who will be contacted if there are any issues or complaints on the property and is responsible for reaching out to the tenants within one hour of the initial complaint.

Commercial Liability Insurance – also known as General commercial liability insurance, coverage of a minimum of \$500,000.00 is required for all short term rentals. The owner must provide a copy of the insurance which shows the name insured, the location address, the effective date, the coverage limit, and type.

Emergency Site Evacuation Plans - An evacuation plan shall be posted conspicuously in each sleeping room.

Fire Inspection – The city’s fire marshal’s office will perform inspections annually for compliance with this section. The fee for fire inspections is per appendix D of the Code of Ordinances. This is also known and referred to as a Life Safety Inspection.

Short Term Rental Agreements - A lease contract between a tenant and a landlord outlining the exact terms of a rental period to protect guests and owners in case of cancellation or damages and defines the expectations held for both tenant and landlord.

Short Term Rental - The rental of a privately owned dwelling, by the public for consideration and used for dwelling, lodging, or sleeping purposes for a period of not less than one night and not more than 30 days. This term is not applicable to hotels, motels, bed and breakfasts, resort condominiums and many others.

Short Term Rental Decal - the decal that identifies the subject property as a short-term rental, the short term rental permit number, the owner or rental agent’s name and 24-hour emergency contact phone number of either the owner or the rental agent.

Special Use Permit (SUP) Overlay – also known as a Special Use Permit, is a change in zoning request that allows for a special use to be added to the base zoning of a deeded property. This request goes before Planning Commission and City Council with Council as the deciding body. This is not a permit but a zoning change.

Tenant Indoor Notification Sheet – A notification sheet that informs the tenants of the restrictions, expectations, and local emergency contact information.

Zone Change – a zoning request that changes the zoning of a property from one zoning district to another, adopting all of the allowances and restrictions of the proposed zoning district. The request goes before Planning Commission and City Council with Council as the deciding body.

Zoning - The purpose of zoning land in the City of New Braunfels is to promote the health, safety, and general welfare of the public. Zoning districts and regulations are established to maintain land use compatibility, provide fire separation, prevent overcrowding of land, ensure adequate light and air, as well as guarantee sufficient transportation, utilities, parks and other public facilities to accommodate growth.