

New Certificate of Occupancy Checklist

Buildings and leased spaces must comply with the current International Building Code adopted by the city of New Braunfels for new business, ownership, or use changes. To apply for permits related to commercial "New Occupant Certificate," please submit your application online at <https://nbpermits.nbtexas.org/publicaccess/template/Login.aspx>.

The following items are required for a complete submittal:

- Site plan, illustrating the following:
 - Location and outline of all buildings or areas of buildings which will be used by the proposed business.
 - All striped Parking Spaces
 - Number of Parking Spaces
 - Indicate on the site plan where the trash storage, dumpster or cart will be located.
- Floor plan, illustrating the following:
 - Interior walls (label dimensions)
 - Doors & windows
 - Gross Area (In square feet) of space to be occupied.
 - Room labels (kitchen, bathroom, dining room, garage, etc.,)
 - Exit signs.
 - All seating (include the total number of individual seats)
- Application fee of \$154.50