

## General Contractor Registration Checklist

Registration with the Building Safety Division is required to perform residential or commercial general contractor work within the city. Residential general contractors perform works regulated under the International Residential Code. Commercial general contractors perform works regulated under the International Building Code.

General contractor registration expires annually on December 31st.

Please refer to sections 14-44 of the City of New Braunfels Code of Ordinances ([Ordinance](#)) for more information on requirements, revocation, suspension, and denial of general contractor registration.

General contractor applications must be submitted online at ([Permit Portal](#))

### The following items are required for a complete submittal:

- Current copy of Certificate of Liability Insurance (i.e., ACORD 25) with the City of New Braunfels listed as the certificate holder (minimum \$1,000,000 for the commercial general contractor and minimum \$300,000 for residential general/limited contractor).
- One of the following:
  - Copy of Assumed Name Registration (DBA) with Comal County—for Sole Proprietorship and General Partnership. ( <https://www.co.comal.tx.us> ) or,
  - Copy of date-stamped business entity filing—including list of officers—or Assumed Name Certificate—with the Texas Secretary of State for Corporations, LLC, PLLC, LLP, LP, Professional Associates, Foreign filing entities. ( <http://www.sos.state.tx.us> )
- Color copy of the applicant's current driver's license or other valid government-issued photo ID.
- Application fee of \$200.00

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](mailto:building@newbraunfels.gov) with questions on how to renew your existing registration.

General contractor 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](mailto:building@newbraunfels.gov).

