



COMAL COUNTY FIRE MARSHAL'S OFFICE

145 David Jonas Dr.
New Braunfels, Texas 78132

How to obtain a Certificate of Compliance

A "Certificate of Compliance" means a certificate issued by the County Fire Marshal indicating Construction or Substantial Improvement is in compliance with the Comal County Fire Code as of a specific date and for a specific occupancy. A Certificate of Compliance under this Fire Code shall not be construed as authorizing the owner or operator of any building to afterward operate or maintain such building in such a way as to create, cause or allow the existence of a fire or life safety condition, which condition shall be subject to the independent enforcement authority of the County Fire Marshal.

No.	Guidelines	Completed
1	If you are constructing (new building), remodeling or opening as a new business in an existing location you will need to obtain a Building Permit (Unincorporated areas).	
2	Submit 2 copies of building plans along with Building Permit Application to the Fire Marshal's Office at 145 David Jonas Dr., for plan review (see Building Plan Check Information Sheet). Building Permit Application & Building Plan Checklist	
3	Once construction or remodeling begins post the permit on-site as required by the Fire Code - it is likely an inspector will check by to verify this facility has a permit.	
4	If you have any type of fire alarm or suppression system in your facility, you must have the installer call for a system inspection prior to your final building inspection. Fire Protection Document Requirements can be found at: http://www.co.comal.tx.us/Fire_Marshal/permits/permits.htm	
5	Upon completion of each permit a "Request For Final Inspection" must be submitted to the Fire Marshal's Office. Request for Final Inspection Form is found at: http://www.co.comal.tx.us/Fire_Marshal/permits/Request_Final_Inspection.pdf or by call the Fire Marshal's Office at 830-643-3748.	
6	If you have any type of fire alarm or suppression system in your facility, you must have the installer call for a system inspection prior to your final building inspection. Fire Protection Document Requirements can be found at: http://www.co.comal.tx.us/Fire_Marshal/permits/permits.htm	
7	Once you have submitted all documentation you will be contacted by a Comal County Fire Inspector to schedule your inspection. Please allow up to (5) days; you must allow time for scheduling and an inspection when planning the date to open your business. You may NOT OPEN for business without a Certificate of Compliance.	
8	The inspector will require the final approved revised as-builts drawings on site for the facility and any fire protection systems installed.	
9	If you have questions you may call the Comal County Fire Marshal's Office at 830-643-3748 and we will assist you or by logging onto the home page at: http://www.co.comal.tx.us/FIRE_MARSHAL.HTM	