



# 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 195 David Jonas Dr., for plan review (see Building Plan Check Information Sheet).<br><a href="#">Building Permit Application &amp; Building Plan Checklist</a>  |           |
| 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.<br><b>Fire Protection Document Requirements can be found at:</b><br><a href="http://www.co.comal.tx.us/Fire_Marshal/permits/permits.htm">http://www.co.comal.tx.us/Fire_Marshal/permits/permits.htm</a>                       |           |
| 5   | Upon completion of each permit a "Request For Final Inspection" must be submitted to the Fire Marshal's Office.<br><b>Request for Final Inspection Form is found at:</b><br><a href="http://www.co.comal.tx.us/Fire_Marshal/permits/Request_Final_Inspection.pdf">http://www.co.comal.tx.us/Fire_Marshal/permits/Request_Final_Inspection.pdf</a><br>or by call the Fire Marshal's Office at 830-643-5857. |           |
| 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.<br><b>Fire Protection Document Requirements can be found at:</b><br><a href="http://www.co.comal.tx.us/Fire_Marshal/permits/permits.htm">http://www.co.comal.tx.us/Fire_Marshal/permits/permits.htm</a>                       |           |
| 7   | Once you have submitted all documentation you will be contacted by a Comal County Fire Inspector to schedule your inspection.<br><br>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 <b>NOT OPEN</b> 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 830-643-5857 and we will assist you or by logging onto the home page at:<br><a href="http://www.co.comal.tx.us/FIRE_MARSHAL.HTM">http://www.co.comal.tx.us/FIRE_MARSHAL.HTM</a>   |           |