



COMAL COUNTY FIRE MARSHAL'S OFFICE

145 David Jonas Dr.
New Braunfels, Texas 78132

Permit & Inspection Process Overview (This applies to the unincorporated areas of Comal County.)

Before building a new commercial or public building, or remodeling an existing building for a new type of business, or constructing a multi family dwelling that has four or more units, you will need to obtain a **BUILDING PERMIT**. (A remodel to an existing building might also need a Building Permit).

To obtain a **BUILDING PERMIT** you will need to submit two sets of building plans for the entire project being permitted. The Fire Marshal's office can not issue a **FIRE CODE PERMIT** prior to the review of the building plans.

After reviewing the building plans the Fire Marshal's Office will contact the person on the Building Permit Application and talk about changes, if any. You will be given one set of your building plans and will **receive a BUILDING PERMIT** after payment of the building permit fee (see fee schedule). The **BUILDING PERMIT** **must** remain on the construction site. (The Fire Marshal's office will keep the other set of building plans.)

If the project under permit requires a fire suppression system or fire alarm system, the contractor installing that particular system, must contact the Fire Marshal's office for a **Fire Protection System** permit. (See fee schedule). When the fire suppression system or fire alarm system is completed or is in need of a visual inspection, the Fire Marshal's office must be contacted for an inspection on that particular system.

When the entire project is completed the Fire Marshal's office must receive a Request for Final Inspection form. After the final inspection a **CERTIFICATE OF COMPLIANCE** will then be issued. The business **may not** open for business without a **CERTIFICATE OF COMPLIANCE**.

You can find detailed directions and the above mentioned forms at:
http://www.co.comal.tx.us/Fire_Marshal/permits/permits.htm