

Required Documents Submittal Review

City of Brownsville Planning and Development Services
1034 E. Levee St. 2nd Floor
Brownsville, Texas 78520
Telephone: 956.548.6150



*No partial submittals will be accepted.

A. Residential - New Construction:

- 1. [Application for Building Permit](#)
- 2. Geo-Tax ID
- 3. Property Deed or equivalent showing legal description.
- 4. Address Letter. Contact Engineering Department, 404 E. Washington, (956)541-1012.
- 5. Letter of Availability of Service from Utility Company (water, sewer and electrical provider)
- 6. REScheck (2009)
- 7. WPI-1 Form
- 8. Windstorm Plans
- 9. Historic Preservation Release (If property is located in the O-11 Downtown Overlay District)
 - a. Certificate of Appropriateness
- 10. Two (2) hard copy drawing sets (minimum sheet size 24" x 36" or larger; must be drawn to scale). A complete set consists of:
 - a. Site Plan (see below—D. Required Content)
 - b. Foundation Plan
 - c. Residence Floor Plan(s) (see below—D. Required Content)
 - d. Elevations
 - e. Wall Sections and Stair Details

*Ensure proper signatures and seals are affixed to drawings as required by City Ordinances, State & Federal laws as applicable.

B. Residential - Additions:

- 1. [Application for Building Permit](#)
- 2. REScheck (2009)
- 3. WPI-1 Form
- 4. Windstorm Plans / WPI-1 Form
- 5. Historic Preservation Release (If property is located in the O-11 Downtown Overlay District)
 - a. Certificate of Appropriateness
- 6. Two (2) hard copy drawing sets (minimum sheet size 24" x 36" or larger; must be drawn to scale). A complete set consists of:
 - a. Site Plan (see below—D. Required Content)
 - b. Residence Floor Plan(s) (see below—D. Required Content)
 - i. Existing
 - ii. Proposed

C. Residential – Repairs / Remodel:

- 1. [Application for Building Permit](#)
- 2. Historic Preservation Release (If property is located in the O-11 Downtown Overlay District)
 - a. Certificate of Appropriateness
- 3. Two (2) hard copy drawing sets (minimum sheet size 24" x 36" or larger; must be drawn to scale).
 - a. Residence Floor Plan(s)
 - i. Existing
 - ii. Proposed

D. Required Content:

Site Plan:

- Lot dimensions as per recorded plat
- Easements as per recorded plat
- Setbacks complying with Zoning Ordinances
- Driveway per Zoning Ordinance
- Sidewalks per Zoning Ordinance

Residence Floor Plan(s):

- Include kitchen, one full bath and minimum one 120 sqft room
- Minimum one exterior door 3'-0" x 6'-8"
- Bedroom windows minimum 3°5°
- Wall section showing: R-13 wall insulation and R-30 ceiling insulation
- Stair, handrail/guardrail construction details
- Clothes washer connection
- Ensure bedroom door does not open into garage.

**Submit a complete, assembled package that is stapled; must be drawn to proper scale.

***No further review will take place until all documents are submitted.

***This list only references the documents that are needed to initiate a review by this department. (not all inclusive)