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:

<table>
<thead>
<tr>
<th>Site Plan:</th>
<th>Residence Floor Plan(s):</th>
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<tbody>
<tr>
<td>Lot dimensions as per recorded plat</td>
<td>Include kitchen, one full bath and minimum one 120 sqft room</td>
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<tr>
<td>Easements as per recorded plat</td>
<td>Minimum one exterior door 3'-0” x 6'-8”</td>
</tr>
<tr>
<td>Setbacks complying with Zoning Ordinances</td>
<td>Bedroom windows minimum 3°50’</td>
</tr>
<tr>
<td>Driveway per Zoning Ordinance</td>
<td>Wall section showing: R-13 wall insulation and R-30 ceiling insulation</td>
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<tr>
<td>Sidewalks per Zoning Ordinance</td>
<td>Stair, handrail/guardrail construction details</td>
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</tbody>
</table>

**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)