

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. Commercial - New Construction: [\(Click here for a complete Checklist\)](#)

Site Plan Review:

1a. [Application for Building Permit](#)

2a. One (1) hard copy drawing set (minimum sheet size 24" x 36" or larger; must be drawn to scale). A complete set consists of:

Site Plan Utility Plan Grading/Drainage Plan Erosion/Sediment Control Plan and Details Landscape Plan Irrigation Plan
Ensure proper signatures and seals are affixed to drawings as required by City Ordinances, State & Federal laws as applicable.

3a. One (1) CD or USB with electronic files (PDF format) of all disciplines involved separated by trade.

4a. Property Deed or equivalent showing legal description

5a. Address Letter – Contact Engineering Department, 404 E. Washington, (956)541-1012

6a. Other _____

If applicable: Topographic Survey Improvement Survey Boundary Survey

Building Plan Review:

1b. [Application for Building Permit](#)

2b. One (1) hard copy drawing set (minimum sheet size 24" x 36" or larger; must be drawn to scale). A complete set consists of drawings from all disciplines involved: Architectural, Mechanical, Electrical, Plumbing, Structural, Civil, Landscape etc. Ensure proper signatures and seals are affixed to drawings as required by City Ordinances, State & Federal laws as applicable.

3b. One (1) CD or USB with electronic files (PDF format) of all disciplines involved separated by trade.

4b. Windstorm Plan and WPI-1 form or structural drawings signed and sealed by a registered professional engineer.

5b. Property Deed or equivalent showing legal description

6b. Address Letter – Contact Engineering Department, 404 E. Washington, (956)541-1012

7b. Property tax ID number (GEO id) <http://www.cameroncad.org/>

8b. Texas Department of Licensing and Regulation AB# (If project exceeds \$50,000.) www.tdlr.texas.gov/ab/ab.htm

9b. Flood Elevation Certificate, if applicable. Properties located in Special Flood Hazard Area <https://msc.fema.gov/portal/search>

10b. Energy Conservation information and COMcheck Compliance Sheet (2009 IECC) www.energycodes.gov

11b. Other _____

B. Commercial - Additions: [\(Click here for a complete Checklist\)](#)

1. [Application for Building Permit](#)

2. One (1) hard copy drawing set (minimum sheet size 24" x 36" or larger; must be drawn to scale). A complete set consists of drawings from all disciplines involved: Architectural, Mechanical, Electrical, Plumbing, Structural, Civil, Landscape etc. Ensure proper signatures and seals are affixed to drawings as required by City Ordinances, State & Federal laws as applicable.

3. One (1) CD or USB with electronic files (PDF format) of all disciplines involved separated by trade.

4. Windstorm Plan and WPI-1 form or structural drawings signed and sealed by a registered professional engineer.

5. Texas Department of Licensing and Regulation AB# (If project exceeds \$50,000.) www.tdlr.texas.gov/ab/ab.htm

6. Flood Elevation Certificate, if applicable. Properties located in Special Flood Hazard Area <https://msc.fema.gov/portal/search>

7. Energy Conservation information and COMcheck Compliance Sheet (2009 IECC) www.energycodes.gov

8. Asbestos survey (If any demolition will be performed).

9. Other _____

C. Commercial – Repairs / Remodel: [\(Click here for a complete Checklist\)](#)

1. [Application for Building Permit](#)

2. One (1) hard copy drawing set (minimum sheet size 24" x 36" or larger; must be drawn to scale). A complete set consists of drawings from all disciplines involved: Architectural (existing conditions, demolition, proposed plans), Mechanical, Electrical, Plumbing, Structural, Civil, Landscape etc. Ensure proper signatures and seals are affixed to drawings as required by City Ordinances, State & Federal laws as applicable.

3. One (1) CD or USB with electronic files (PDF format) of all disciplines involved separated by trade.

4. Texas Department of Licensing and Regulation AB# (If project exceeds \$50,000.) www.tdlr.texas.gov/ab/ab.htm

5. Asbestos Survey (If any demolition will be performed).

6. Energy Conservation information and COMcheck Compliance Sheet (2009 IECC) www.energycodes.gov

Note: Provide if scope of work includes any modifications to mechanical/electrical systems, exterior walls or roof.

7. Other _____

* Contact plans examiner to determine if site plan submittals are required for the repair / remodel project.

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

***No further review (site plan and/or building plan review) will take place until all documents are submitted.