

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. These documents need to be accompanied by an [Application for Building Permit](#).

A. Residential Moving Repairs Permit:

1. Permit Application (pulled by Owner or Contractor only); If moving within City limits, must comply with this Section "A" and also Section "B" below; Both permits, "A" and "B" are required.
2. Geo-Tax ID
3. Property Deed or equivalent showing legal description.
4. Address Letter (Contact City of Brownsville Engineering Department at 956.541.1012 or visit office at 404 E. Washington Street)
5. Letter of Availability of Service from Utility Company (water, sewer and electrical provider)
6. Two (2) hard copy drawing sets (sheet size 11" x 17" or larger). A complete set consists of:
 - a. Site Plan (see below as per Section E. Required Content)
 - b. Floor Plan(s) (see below as per Section E. Required Content)

Note: Moving Repairs Permit for utility buildings requires #1 and #6 as listed above. Needs to be used in conjunction with Section "B".

B. Residential Moving (Moving out of property):

1. Permit Application (pulled by Contractor or Mover); moving only within City limits.
2. Photographs (Interior / Exterior)
3. Proof of Ownership (bill of sales or similar)
4. Copy of ID of Owner

C. Mobile Home (Moving to mobile home park, Type A):

1. Permit Application
2. Mobile Home Park Contract
3. Photographs (Interior / Exterior)
4. Two (2) hard copy drawing sets (sheet size 11" x 17" or larger). A complete set consists of:
 - a. Site Plan (see below as per Section E. Required Content)
 - b. Floor Plan(s) (see below as per Section E. Required Content)
5. Proof of Ownership (bill of sale or similar)
6. Copy of ID of Owner

D. Mobile Home (Moving to mobile home subdivision, Type B):

1. Permit Application
2. Geo-Tax ID
3. Property Deed or equivalent showing legal description.
4. Address Letter. Contact City of Brownsville Engineering Department at 956.541.1012 or visit office at 404 E. Washington Street)
5. Letter of Availability of Service from Utility Company (water, sewer and electrical provider)
6. Photographs (Interior / Exterior)
7. Two (2) hard copy drawing sets (sheet size 11" x 17" or larger). A complete set consists of:
 - a. Site Plan (see below as per Section E. Required Content)
 - b. Floor Plan(s) (see below as per Section E. Required Content)
8. Proof of Ownership (bill of sale or similar)
9. Copy of ID of Owner

E. Required Content:

Site Plan:

- Building Location
- Easements as per recorded plat
- Setbacks complying with Zoning Ordinances
- Driveway per Zoning Ordinance
- Sidewalks per Zoning Ordinance

Residence Floor Plan(s). Applicant may request the Layout Design Template (LDT):

- 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°
- Stair, handrail/guardrail construction details (Building Entrance)
- Clothes washer connection

*Additional permits are required if electrical and plumbing systems are installed, altered or repaired.

**Additional requirements apply if located within the O-11, Historic Overlay District.

***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)