



Multi Family Inspection Program

Frequently Asked Questions

- What is the program called?

The Multi-Family Housing Inspection Program.

- What is the ordinance?

The City of Brownsville amended its Housing Code by adopting the ICC 2006 Property Maintenance Code and also included a Multi-family housing inspection program. The purpose the inspection program is to safeguard the life, health, safety, welfare and property of occupants of multi-family dwelling complexes. The inspection program requires rental property owners to register their units with the City of Brownsville and undergo a yearly inspection.

- Who manages the program?

The Building Inspection Department manages the program.

- What is the Housing Code, and its requirements?

The Housing Code is a section of the City of Brownsville’s Code of Ordinances. It is located within Part II, Chapter 58, Article II and can be found at www.cob.us under “City Code of Ordinances”.

- What is the 2006 ICC Property Maintenance Code and its categories?

The International Code Council is dedicated to developing model codes and standards used in design, build and compliance process to construct safe, sustainable, affordable and resilient structures. The 2006 ICC Property Maintenance Code is one of such codes created by ICC. This code covers topics such as:

General Requirements

Light

Ventilation and Occupancy Limitations

Plumbing Facilities and Fixture Requirements,

Mechanical and Electrical Requirements

Fire Safety Requirements

- What information is required for the applications?

Names of Owner and Manager of property and address, contact numbers.

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City of Brownsville
Building and Permitting Department

Multi-Family Rental Registration

Building & Permitting Department * 1034 E. Levee * Brownsville * Texas 78520

Location and Contact Information

Complex Street Address: _____

(Physical Street Address of Complex)

City: _____ State: _____ Zip: _____

Complex Name: _____

(Name of Complex-Not Owner)

Complex Telephone: _____ Fax: _____

(Main Telephone and Fax Number of Complex -- Not Owner)

Building and Apartment Information

How many buildings are in the complex? _____ (including office, pool, recreation center, laundry, etc.)

How many total dwelling units/apartments are in the complex? _____

One bedroom units: _____

Four bedroom units: _____

Two bedroom units: _____

Efficiency Units: _____

Three bedroom units: _____

Owner occupied unit: _____

() Yes () No Is there a pool?

(Can only claim one unit and it must be a primary residence)

- When is the payment required by?

Payment is due by December 31st of every year in order to acquire your license.

- How would an inspection be scheduled?

Once the application is submitted, an inspector will coordinate with the property owner/manager to schedule the inspection.

- Who must be present during the inspection?

The property owner and/or manager should be present during inspections.

What is covered in an inspection form?

All of the exterior of the building(s), such as parking lot condition, lighting, accumulation of rubbish, etc.

Selected units interior inspection includes general condition of walls, floors, restroom(s), plumbing, electrical, rodent and/or vermin infestation, etc.



City of Brownsville
Housing Program Inspection Report
1034 E. Levee St. / 2nd Floor Brownsville, Texas 78521
956-550-8345

Date: _____ Multi-Family Residence Bldg# _____ No. of Units _____

Property Address: _____

TAX Acct. No.: _____

Property Representative Name: _____ Initials: _____

____ Commercial ____ Industrial ____ Accessory ____ Other use _____

____ Frame ____ Brick ____ Stone ____ Concrete ____ Metal ____ # of Stories

____ Occupied ____ Vacant ____ Open ____ Secured

The above described property was inspected on _____ by _____

who may be contacted by calling (956) 550-8345. Violations observed by inspector are marked below. The violation(s) must be corrected to comply with the City of Brownsville Code of Ordinances, Chapter 18, Minimum Building Standards Code and/or Chapter 58, Article II Multi-family Inspection Code.

IN: Date: __/__/__ Time: __: __ AM/PM OUT: Date: __/__/__ Time: __: __ ADDRESS/UNIT #: _____ INSPCTR #: _____

Interior Property Areas (Sec. 305):

Interior Walls and Ceilings:	In compliance
63. Wood- charred/ cracks/ holes/ mold, mildew	Yes / No
64. Water damage	Yes / No
65. Smoke damage/ fire damage	Yes / No
66. Ceilings appears to leak	Yes / No
67. No impervious around bathtub	Yes / No
68. Bathtub/shower enclosure- damaged	Yes / No
69. Other	
Floors (Sec. 305.1, 305.3):	In compliance
70. Damaged- charred/ rotten wood	Yes / No
71. Missing boards-	Yes / No
72. Holes/ cracks/ buckled	Yes / No
73. Not level	Yes / No
74. Other	
Handrails/ Guardrails (Sec. 306.1):	In compliance
75. Handrail / guardrail firmly fastened	Yes / No
76. Handrail between 30-42 inches in height	Yes / No
77. Handrail-damaged/missing	Yes / No
78. Other	
Rubbish/ Garbage (Sec. 307):	In compliance
79. Garbage accumulated	Yes / No
80. Container missing/damaged/no cover	Yes / No
81. Other	
Lavatory/Bathrooms (Sec. 403.2):	In compliance
82. Toilet- leaks/ missing/ broken/loose	Yes / No
83. Tank-leaks/ broken	Yes / No
84. Seat- broken/ missing	Yes / No
85. Flush handle- missing/ broken	Yes / No
86. Supply line- leaks/ missing	Yes / No
87. Non-conforming waste line	Yes / No
88. Other	

Kitchen Sink (Sec. 505.1):	In compliance
101. Missing/ damaged/ stopped up	Yes / No
102. Faucets- leak/ broken/ loose/ missing	Yes / No
103. Trap- leaks/missing/ supply line leaks	Yes / No
104. Supply line missing	Yes / No
105. Non-conforming waste line	Yes / No
106. Damaged backsplash	Yes / No
107. Damaged countertop	Yes / No
108. Other	
Mechanical (Sec. 601):	In compliance
109. Fire damaged	Yes / No
110. Non-conforming gas line to space heater	Yes / No
111. A/C- Heat thermostat control-missing/ damaged/ inoperable	Yes / No
112. No vent fan or window in bathroom	Yes / No
113. Vent- damaged/ missing/ inoperable	Yes / No
114. Other	
Electrical Service (Sec. 604.):	In compliance
115. Service panel burned/ missing/ not grounded	Yes / No
116. Missing- breakers/ fuses	Yes / No
117. Missing- Interior panel/ exterior panel	Yes / No
118. Exposed wiring	Yes / No
119. Fire damaged	Yes / No
120. Burned- wiring/ outlets/ switches/ fixtures	Yes / No
121. No GFCI over kitchen counter space	Yes / No

- What happens if there is a deficiency?

The inspector will inform you of the deficiency(s) and will explain how long you have to correct the problem(s).

- How much time to comply?

Depending on the severity of the violation, you will have from between 24 to 72 hours to comply. Other violations may be given additional time to correct.

For example-If there are exposed electrical wires, a maximum of 24 hours will be given to repair.

Can I go online for more information?

Yes. You can go to

<http://permits.cob.us/home/multi-family-housing-inspection-program>

or for more information contact us at (956) 550-8345.