

COMMERCIAL DEVELOPMENT SUBMITTAL REVIEW AND CHECKLIST FOR NEW BUILDING / ADDITION / REPAIRS / REMODEL



City of Brownsville Planning and Development Services

Building Inspections and Permitting Department

1034 E. Levee St. 2nd Floor

Brownsville, Texas 78520

Telephone: 956.550.8345 Fax: 956.550.8802

PERMITS:

Building permits are safeguards to ensure that construction projects performed on private property are safe, meet environmental standards and comply with adopted building codes. These safeguards protect homeowners and their family, friends and neighbors from work that does not meet minimum code requirements. Building permits help protect an owner's financial investment and minimize liability or problems during a future sale of the real estate.

REQUIRED DOCUMENTS:

*Check ONLY those items submitted

A. Commercial - New Construction:

Site Plan Review:

- One (1) hard copy drawing set (sheet size 24" x 36" or larger). A complete set consists of: Site Plan, Topographic Survey, Improvement Survey, Boundary Survey, Utility Plan, Grading and Drainage Plan, Erosion and Sediment Control Plan and Details, Landscape and Irrigation Plan. Ensure proper signatures and seals are affixed to drawings as required by City Ordinances, State & Federal laws as applicable.
- One (1) CD or USB with electronic files (PDF format) of all disciplines involved separated by trade.
- Property Deed or equivalent showing legal description
- Address Letter - Contact Engineering Department, 404 E. Washington, (956) 541-1012

Building Plan Review:

- One (1) hard copy drawing set (sheet size 24" x 36" or larger). 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.
- One (1) CD or USB with electronic files (PDF format) of all disciplines involved separated by trade.
- Property Deed or equivalent showing legal description
- Address Letter - Contact Engineering Department, 404 E. Washington, (956) 541-1012
- Property tax ID number (GEO id) <http://www.cameroncad.org/>
- Texas Department of Licensing and Regulation AB# (If project exceeds \$50,000.) www.license.state.tx.us
- Flood Elevation Certificate, if applicable. Properties located in Special Flood Hazard Area <https://msc.fema.gov/portal/search>
- Energy Conservation information and COMcheck Compliance Sheet (2009 IECC) www.energycodes.gov

B. Commercial - Additions:

- One (1) hard copy drawing set (sheet size 24" x 36" or larger). 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.
- One (1) CD or USB with electronic files (PDF format) of all disciplines involved separated by trade.
- Texas Department of Licensing and Regulation AB# (If project exceeds \$50,000.) www.license.state.tx.us
- Flood Elevation Certificate, if applicable. Properties located in Special Flood Hazard Area <https://msc.fema.gov/portal/search>
- Energy Conservation information and COMcheck Compliance Sheet (2009 IECC) www.energycodes.gov

C. Commercial – Repairs / Remodel:

- One (1) hard copy drawing set (sheet size 24" x 36" or larger). 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.
- One (1) CD or USB with electronic files (PDF format) of all disciplines involved separated by trade.
- Texas Department of Licensing and Regulation AB# (If project exceeds \$50,000.) www.license.state.tx.us
- Asbestos Survey
- Energy Conservation information and COMcheck Compliance Sheet (2009 IECC) www.energycodes.gov

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

SITE PLANS:

The following is a general outline of drawings necessary for plan review (Building Inspections may request additional information if necessary).

The Site Plan shall clearly show:

- Legal description
- Intended use of land
- Physical address
- Flood zone
- City zoning use and area district of project site.
- Site plan shall be drawn to scale
- Designer's/ Surveyor's Name, Address, Phone Number, Fax Number and/or Email
- Project's owner, address and phone number
- Show scale of plan, vicinity map and North arrow
- Parking layout and parking calculations
- Fences: location, height, screening materials (Provide detail)
- Location of refuse collection with screening (Provide detail)
- Vision clearance at intersections (corner yard requirements) 6 feet / 36 feet
- Access: vehicular and pedestrian, driveway location(s), curb stops, parking area, circulation areas, and curb cuts (with dimensions)
- Show location of closest fire hydrant to property.
- Need to show existing conditions of adjacent properties if proposed building(s) will be built on zero lot line.
- Topographic Survey: Show any existing storm drainage inlets, gas meters, telephone, pedestals utility poles, bus stops or any existing fixture which may affect code/ordinance compliance
- Improvement Survey
- Boundary Survey to include:
 - _ Bearings of all property lines
 - _ Location of all recorded easement(s) on the property
 - _ Location of the public right-of-way adjacent to the property
 - _ Dimensions for all existing and proposed sidewalks, driveways, approaches, paved areas, retaining walls, streets, curbs, and gutters
- Sidewalk plan and details
- Setbacks
- Bike rack
- Accessible parking including accessible aisle and ramps
- Sign(s) on site plan, height, location(s),size and setbacks
- Utility plan to include:
 - Existing and proposed utilities
 - Meter size (Water & Electrical)
 - Existing and proposed easements
 - Show OH or UG power lines
 - Grease, Lint, sand trap and details (If applicable)
 - Construction details
- Grading and drainage plan
- Erosion and sediment control plan and details

City of Brownsville Standard Acceptable Scales and Paper Size:

Format paper size
24" x 36" or greater

Architect:	Architect:	Engineer:
1/8" = 1'	1/16" = 1'	1" = 10'
1/4" = 1'	3/32" = 1'	1" = 20'
3/4" = 1'	3/16" = 1'	1" = 30'
3/8" = 1'	1" = 1'	1" = 40'
1 1/2" = 1'	1/2" = 1'	1" = 50'
3" = 1'		1" = 60'

Must be to scale and legible.

[Bicycle parking ordinance](#)

[Drainage Plan](#)

<ul style="list-style-type: none"> <input type="checkbox"/> Landscape and irrigation plan <input type="checkbox"/> Location of hose bibs 	Landscape Ordinance
<p><u>FIRE DEPARTMENT - Fire Marshal's Office - 1036 E. Levee Street (956) 548-6075</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Fire truck turnaround area. <input type="checkbox"/> Fire lane(s) <input type="checkbox"/> Site plan with dimensions (length and width) of all streets, drives, and islands (from front face of curb to front face of curb) <input type="checkbox"/> If there is going to be a gate – if so, gate must be able to be actuated by “yelp” feature of our sirens. <input type="checkbox"/> Proposed locations of the Fire Departments Connections (FDC's) for the sprinkler system which is required. Reminder: remote FDCs are preferred. <input type="checkbox"/> Remote mounted FDC's must be a located a minimum distance of one and a half times the building height. Must be within 150 feet of a hydrant. <input type="checkbox"/> All Fire department access roads need a minimum of a 28 degree inside turning radius <input type="checkbox"/> All portions of the building must be within 150 feet of fire department apparatus road. <input type="checkbox"/> Minimum 26 foot wide road where fire hydrants are located. <input type="checkbox"/> Fire Department must have approval from building department on the construction of any and all fire assemblies (fire walls) required by IBC. 	<p>Location of FDC shall be located away two and one half times the height of the building</p>
<p><u>ENGINEERING- 404 E. Washington Street (956) 541-1012</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Drainage calculations (lots over ½ acre) <input type="checkbox"/> Grading Plan <input type="checkbox"/> TXDOT Permit for driveway 	<p>TXDOT Office located at 1375 Military Road www.tsdot.gov/</p>
<p><u>TRAFFIC- 404 E. Washington Street (956) 548-1768</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Location and width of driveway <input type="checkbox"/> Distances between driveways if more than one <input type="checkbox"/> Car stacking for drive-thru <input type="checkbox"/> If using an alley to service a commercial parking lot then a letter from the owner is required that will provide maintenance to said portion used. <p>Submit:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Traffic Impact Analysis (TIA) <input type="checkbox"/> Trip Generation Analysis 	<p>24 FT minimum width 250 FT minimum</p> <p>http://tx-brownsville.civicplus.com/179/Build-in-Brownsville</p>
<p><u>BROWNSVILLE PUBLIC UTILITIES BOARD (BPUB) 1425 Robinhood Dr. (956) 983-6100</u></p> <p><u>BPUB Key Accounts: (956)983-6287</u></p> <p>Jenica Russell Business Development Representative (956)983-6287 JRussell@brownsville-pub.com</p>	<p>If Brownsville Public Utilities Board is not the provider for electricity, water, and/or sewer, must obtain service from a designated company.</p>
<p><u>BPUB: Pre-treatment: (956) 983-6515</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Grease trap/interceptor required to be located in green areas with an eight inch sample port. 	<p>http://tx-brownsville.civicplus.com/179/Build-in-Brownsville</p>
<p><u>BPUB: Water Sewer: (956) 983-6227</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Size and location of the existing water and sewer main lines <input type="checkbox"/> Location and size of water meter and sewer taps 	<p>http://tx-brownsville.civicplus.com/179/Build-in-Brownsville</p>

<ul style="list-style-type: none"> <input type="checkbox"/> Connection details for water and sewer taps <input type="checkbox"/> Easements required <input type="checkbox"/> The design engineer must verify elevation of water and sanitary sewer tie-in points of existing city facilities. http://tx-brownsville.civicplus.com/179/Build-in-Brownsville 	
<p><u>BPUB: Electrical Department: (956) 983-6205</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Provide site plan in <u>AutoCAD file</u> and contact information <input type="checkbox"/> Electrical checklist <input type="checkbox"/> Panel and transformer location <input type="checkbox"/> Will it be underground or overhead service? Please specify. 	<p>http://tx-brownsville.civicplus.com/179/Build-in-Brownsville</p>
<p><u>BPUB: Backflow Department: (956) 983-6519.</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Backflow preventers are required for lawn irrigation system and fire line. <input type="checkbox"/> Back flow preventer Post Mix Carbonated Beverage dispensers C02 <input type="checkbox"/> Back flow preventer Chemical dispensers <input type="checkbox"/> Back flow preventer for commercial swimming pool <input type="checkbox"/> Back flow preventer required on Lease space 	<p>http://tx-brownsville.civicplus.com/179/Build-in-Brownsville</p>
<p><u>PLANNING & ZONING - 1034 E. Levee St. (956) 548-6150</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Zoning verification <input type="checkbox"/> If Property is Platted or if not, if a Determination Certificate can be issued or needs to be platted. <p><u>HERITAGE - 1034 E. Levee St. (956) 548-6176</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> If inside O11 overlay, then the project is presented to the Heritage Council when Building Inspections approves the project to review location of building and parking. 	<p>GIS Map: http://mis.cob.us/GIS</p>
<p><u>LANDSCAPE/ CITY FORESTER - Jaime Zapata Ave. (956) 548-6137</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Tree Survey required sign and sealed by a registered Surveyor or Civil Engineer (when there are existing trees on site) <input type="checkbox"/> Clear-cut/vegetation removal permits application (if applicable) <input type="checkbox"/> See Landscape Ordinance <input type="checkbox"/> Reference Landscape Review Checklist http://tx-brownsville.civicplus.com/179/Build-in-Brownsville <input type="checkbox"/> Landscape plan to include: <ul style="list-style-type: none"> <input type="checkbox"/> Location of existing trees including location of preserved trees <input type="checkbox"/> Location of existing trees to be mitigated and relocated <input type="checkbox"/> Location of buffer trees including height, type of trees <input type="checkbox"/> Location of parking trees including height, type of trees <input type="checkbox"/> Plant schedule <input type="checkbox"/> Landscape calculations <input type="checkbox"/> Screening fence (if adjoining land is zone residential) <input type="checkbox"/> Cart return area (if applicable) <input type="checkbox"/> Irrigation plan <input type="checkbox"/> Location of hose bibs 	

<p><u>STORM WATER PREVENTION - Jaime Zapata Ave. (956) 838-6253</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Project disturbed area <input type="checkbox"/> Small construction notice for projects 1.0 acre but less than 5.0 acre <input type="checkbox"/> Large construction notice for projects more than 5.0 acre <input type="checkbox"/> SWPPP If location of project is within, directly adjacent to a water quality sensitive area (Resaca, lake, canal) <input type="checkbox"/> Erosion and sediment control plan and details 	
<p><u>PUBLIC WORKS - Jaime Zapata Ave. (956)838-6253</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Driveway radius <input type="checkbox"/> If property has an adjacent ditch, access must be available for maintenance. 	
<p><u>G.M.S. – 2965 E. 13 Street (956) 544-2100</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Show dumpster location on site plan <input type="checkbox"/> 10'x10' wooden enclosure with gates which opens at 180 degrees. <input type="checkbox"/> GMS specification language 	<p>http://tx-brownsville.civicplus.com/179/Build-in-Brownsville</p>
<p><u>BROWNSVILLE /SPI INTERNATIONAL AIRPORT - 700 S. Minnesota Ave. (956) 542 - 4373</u></p> <p>Below are the guidelines laid down by FAA for the construction/alteration notification requirement:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Building height. <input type="checkbox"/> Distance in miles from building to nearest airport runway <input type="checkbox"/> within 20,000 ft of a public use or military airport which exceeds a 100:1 surface from any point on the runway of each airport with at least one runway more than 3,200 ft. <input type="checkbox"/> within 10,000 ft of a public use or military airport which exceeds a 50:1 surface from any point on the runway of each airport with its longest runway no more than 3,200 ft. <input type="checkbox"/> within 5,000 ft of a public use heliport which exceeds a 25:1 surface <input type="checkbox"/> Any highway, railroad or other traverse way whose prescribed adjusted height would exceed that above noted standards •When requested by the FAA •Any construction or alteration located on a public use airport or heliport regardless of height or location <input type="checkbox"/> Persons failing to comply with the provisions of FAR Part 77 are subject to Civil Penalty under Section 902 of the Federal Aviation Act of 1958, as amended and pursuant to 49 U.S.C. Section 46301(a). <input type="checkbox"/> Height should not exceed 34:1 in slope in case of 18-36 runway approach <input type="checkbox"/> Height should not exceed 34:1 in slope in case of 18-36 runway approach <input type="checkbox"/> Height should not exceed 50:1 slope in case of runway 13-31 approach 	
<p><u>TABC (Texas Alcoholic Beverage Commission)</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Sales of Alcoholic Beverages 	<p>www.tabc.state.tx.us</p>

BUILDING PLAN REVIEW:

PROFESSIONAL LICENSE: Drawings and documents shall be sealed, signed, dated and designed by a State of Texas Registered Architect, Registered Engineer, where applicable as required by the State of Texas Engineering and Architect Practice Act.

Note: ***When the structure is educational, institutional or assembly type occupancy, or three or more stories in height or exceeds five thousand (5,000) square feet in area, the designer shall be an engineer legally registered under the law of this state.

The following is a general outline of drawings necessary for plan review (Building Inspections Department may request additional information if necessary).

- Plan Review fees are non-refundable.
- 1 hard copy AND 1 electronic file in pdf format on CD or USB of the complete set of construction documents drawn to scale are required for plan review. Min. size 24"x36" (Scale no smaller than 1"=30')

Approvals required:

NON- STRUCTURAL PLAN REVIEW

- Drawings must be drawn to scale, dimensioned and of sufficient clarity
- Architectural plans must include:
 - Code Analysis (Occupancy Group, Occupant Load, Construction Type, proposed fire protection system, etc.)
 - Calculations of the Occupant Load, in graphical or tabular form, showing the number of occupants to be accommodated on each floor, and in all rooms and spaces.
 - Floor plan
 - Roof plan and reflected ceiling
 - Equipment plan and schedule (Food businesses)
 - Exterior elevations, building sections and interior elevations
 - Door schedules, window schedules, hardware schedules
 - Construction details; interior elevations and interior finish schedules
 - Clear identification and detailing of any fire rated partitions, barriers and fire walls, and doors with hourly ratings
- Structural plans must include:
 - Foundation plan, general notes and typical details
 - Framing general notes and typical details
 - Roof framing plan and details
 - Exterior Wall sections and details
 - Interior Wall sections and details
 - Design Criteria
 - Design load: List design load combination
 - Live loads: List design floor live loads for each use category. State live-load reductions, if any, and show basis.
 - Wind load:
 - (1) Show basis of design wind mph for primary frames and systems.

IBC 2012 Section 1603
IBC 2012 Section 1605.1
IBC 2012 Table 1607.1
IBC 2012 Section 1607.10

IBC 2012 Section 1609 or ASCE Section 6

<ul style="list-style-type: none"> ▪ (2) State Exposure Category. □ Earthquake loads 	<p>IBC 2012 1609.4 IBC 2012 Section 1613.1</p>
<p><u>ELECTRICAL</u></p> <ul style="list-style-type: none"> □ One line diagram □ Load calculations □ Size of wire for service and panels □ Meter location □ Subpanel location □ Outlet location □ Copper and aluminum wire allowed 	
<p><u>PLUMBING</u></p> <ul style="list-style-type: none"> □ Plumbing plan □ Riser diagrams for sewer, water, gas and sanitary drain. □ Location of plumbing fixtures like water heater, toilet, lavatories, shower or tub, mop sink, drinking fountain, floor drain, floor sink, wall clean outs, trap primers, etc. □ Grease line and sanitary drain lines drain separately; identify that plumbing fixtures drain in appropriate line. □ Identify that material specified will meet code. □ Grease interceptor details. □ Plumbing fixture schedule □ Check building classification and that plumbing fixtures meet requirements □ Site plan, sewer and gas utilities 	
<p><u>MECHANICAL</u></p> <ul style="list-style-type: none"> □ Duct layout and duct R-value □ Equipment location □ J-load calculation or equivalent from licensed Mechanical contractor □ Equipment listing and ratings <ul style="list-style-type: none"> □ Listing: what equipment serves what areas □ Rating: BTU's for cooling and KW's for heat and KW's for electrical wire size □ Drain location to plumbing drain □ Fire damper location for buildings with a fire sprinkler system □ Smoke detectors in return air if system is over 2,000 cfm (units over 5 tons) 	
<p><u>HEALTH DEPT. – 1034 E. Levee/2nd Floor (956) 542-3437</u> Note: All construction plans submitted for permit that require an approval from the Health Department shall be considered on an individual basis as it is strongly suggested that the applicant perform a preliminary inquiry directly with the Health Department.</p> <ul style="list-style-type: none"> □ Proposed Menu □ Complete building floor plan to include Kitchen floor plan and equipment layout. □ Equipment schedule. □ Show location of dumpster □ Sales Tax ID # is required on application from State Comptroller's Office 	<p>https://www.dshs.state.tx.us/foodestablishments/</p>

<input type="checkbox"/> Certified Food Manager Certification/Food Handler Certification	
<p><u>HERITAGE - 1034 E. Levee St. (956) 548-6176</u></p> <input type="checkbox"/> If inside 011 overlay, then the project is presented to the Heritage Council when Building Inspections approves the project to review exterior finishes including materials, windows, doors, etc.	GIS Map: http://mis.cob.us/GIS
<p><u>FIRE DEPARTMENT (956) 548-6075</u></p> <p>Contact Fire Department for sprinkler requirements. Fire sprinkler and fire alarm system plans shall be submitted to and approved by the Fire Department prior to any framing inspection by the Building Inspections Department. Required fire assemblies (other than assemblies listed in Table 720 of the 2012 IBC) shall be accompanied by an approved fire resistance rating and corresponding design or file number on plans and details. All construction plans submitted for permit that require an approval from the Fire Department shall be considered on an individual basis only.</p> <p><input type="checkbox"/> Sprinkler system is required if:</p> <ul style="list-style-type: none"> <input type="checkbox"/> The fire area has an occupant load of 100 or more <input type="checkbox"/> The fire area exceeds 5,000 square feet <input type="checkbox"/> The fire area is located on a floor other than a level of exit discharge serving an assembly occupancy <p>The following are required on plans for review and approval:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Square feet of areas of assembly occupancies including stages, dance floors, etc. <input type="checkbox"/> Seating layout for assembly occupancies. <input type="checkbox"/> Cubic feet for tire storage. 	<p>IBC 2012 Section 903.2.1.2</p> <p>IBC 2012 Section 903.2.9.2</p>
<p><u>BROWNSVILLE PUBLIC UTILITIES BOARD (956) 983-6100</u></p> <p><u>Pre-treatment: (956) 983-6515</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Will facility have a kitchen? Any medical/dental, photo processing, printing, laundry facility, dry cleaning, etc. shall require proper pretreatment? <input type="checkbox"/> Submit plumbing plans. <input type="checkbox"/> For warehouses need to complete a Non-Residential & Industrial Wastewater Survey/Inspection form and submit to Brownsville Public Utilities Board Pretreatment Department. <input type="checkbox"/> Floor drains are only allowed in restrooms and not on floor in warehouse. 	<p>http://tx-brownsville.civicplus.com/179/Build-in-Brownsville</p>

ADDITIONAL REQUIREMENTS:

TEXAS ACCESSIBILITY STANDARDS (TAS) REVIEW: On application to a local governmental entity for a building construction permit related to the plans and specifications, the owner shall submit to the entity proof that the plans and specifications have been submitted to the Texas Department of Licensing and Regulation (TDLR). Article 9102, Section 5(k) Senate Bill 959.

For submittal requirements, please contact TDLR:

Website: www.license.state.tx.us Phone: (800) 803-9202

COMcheck Compliance Sheet (2009 IECC), www.energycodes.gov

TEXAS DEPARTMENT OF HEALTH ASBESTOS SURVEY: On application to a local governmental entity for a building construction permit related renovation or demolition; the owner shall submit to the entity proof that an asbestos survey has been conducted. www.tdh.state.tx.us or (888) 963-7111. Proof of Survey Form provided by Building Inspections shall be completed with permit application.

****NOTE:**

This list is made available to assist and expedite your permit. However, requirements may vary depending on each project. Permit holder is responsible for requesting and completing all required inspections.

Drawings containing a label such as “not for construction” or “for pricing only” will not be accepted for permit application.

A separate permit is required for each building, including separate permits for Electrical, Plumbing, HVAC, and signs.

It is a violation of the City Code to remove/damage trees located in the city right-of-way.

No building may be occupied until a Certificate of Occupancy (CO) has been issued.

No permanent electrical service will be granted without a permanent CO. As per the City adopted Building Code, no person shall make connections to a utility, source of energy, fuel or power to any building or system which is regulated by the technical codes for which a permit is required, until released by the Building Official and a Certificate of Occupancy is issued.

Any permit becomes null and void if work or construction authorized is not commenced within 6-months at any time after work is commenced.

The examination of the submitted documents does not relieve the owner, designers, contractors, engineers, or their representatives from their individual or collective responsibilities to comply with applicable provisions of the adopted codes.

This examination by the Building Inspector or Building Official is not to be construed as a check on every item in the plans and submitted documents, and does not prevent the Building Official from hereafter requiring corrections of errors in plans or construction.