

# Required Documents Submittal Review

City of Brownsville Planning and Development Services

Building Inspections and Permitting Department

1034 E. Levee St. 2<sup>nd</sup> Floor

Brownsville, Texas 78520

Telephone: 956.550.8345 Fax: 956.550.8802



\*No partial submittals will be accepted. These documents need to be accompanied by an [Application for Building Permit](#).

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

### Site Plan Review:

1. 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.
2. One (1) CD or USB with electronic files (PDF format) of all disciplines involved separated by trade.
3. Property Deed or equivalent showing legal description
4. Address Letter – Contact Engineering Department, 404 E. Washington, (956)541-1012

### Building Plan Review:

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

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

1. 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.
2. One (1) CD or USB with electronic files (PDF format) of all disciplines involved separated by trade.
3. Texas Department of Licensing and Regulation AB# (If project exceeds \$50,000.) [www.license.state.tx.us](http://www.license.state.tx.us)
4. Flood Elevation Certificate, if applicable. Properties located in Special Flood Hazard Area <https://msc.fema.gov/portal/search>
5. Energy Conservation information and COMcheck Compliance Sheet (2009 IECC) [www.energycodes.gov](http://www.energycodes.gov)

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

1. 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.
  2. One (1) CD or USB with electronic files (PDF format) of all disciplines involved separated by trade.
  3. Texas Department of Licensing and Regulation AB# (If project exceeds \$50,000.) [www.license.state.tx.us](http://www.license.state.tx.us)
  4. Asbestos Survey
  5. Energy Conservation information and COMcheck Compliance Sheet (2009 IECC) [www.energycodes.gov](http://www.energycodes.gov)
- \* Contact plans examiner to determine if site plan submittals are required for the repair / remodel project.

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\*\*Submit a complete, assembled package that is stapled.

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