

Required Documents Submittal Review

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



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

A. Residential - New Construction:

1. Permit Application
2. Geo-Tax ID
3. Property Deed or equivalent showing legal description.
4. Address Letter. Contact City of Brownsville Engineering Department: (tel: 956.541.1012 or visit office: 404 E. Washington Street)
5. Letter of Availability of Service from Utility Company (water, sewer and electrical provider)
6. REScheck (2009)
7. WPI-1 Form
8. Windstorm Plans
9. Heritage Release (If property is located in the O-11 Downtown Overlay District)
10. Two (2) hard copy drawing sets (sheet size 24" x 36" or larger). A complete set consists of:
 - a. Site Plan (see below—D. Required Content)
 - b. Foundation Plan
 - c. Residence Floor Plan(s) (see below—D. Required Content):
 - d. Elevations
 - e. Wall Sections and Stair Details

*Ensure proper signatures and seals are affixed to drawings as required by City Ordinances, State & Federal laws as applicable.

B. Residential - Additions:

1. Permit Application
2. REScheck (2009)
3. Windstorm Plans / WPI-1 Form (For houses built after 2006)
4. Heritage Release (If property is located in the O-11 Downtown Overlay District)
5. Two (2) hard copy drawing sets (sheet size 24" x 36" or larger). A complete set consists of: Site Plan (see below—D. Required Content), Residence Floor Plan (existing and proposed—see below D. Required Content)

C. Residential – Repairs / Remodel:

1. Permit Application
2. Heritage Release (If property is located in the O-11 Downtown Overlay District)
3. Two (2) hard copy drawing sets (sheet size 24" x 36" or larger). Residence Floor Plan (existing and proposed)

D. Required Content:

Site Plan:

- Lot dimensions as per recorded plat
- Easements as per recorded plat
- Setbacks complying with Zoning Ordinances
- Driveway per Zoning Ordinance
- Sidewalks per Zoning Ordinance

Residence Floor Plan(s):

- 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°
- Wall section showing: R-13 wall insulation and R-30 ceiling insulation
- Stair, handrail/guardrail construction details
- Clothes washer connection
- Ensure bedroom door does not open into garage.

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

***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)