



City of Brownsville
Planning and Redevelopment Department
1034 E. Levee St. 2nd floor. Brownsville, Texas 78520
p (956) 548-6150 f (956) 548-6144

STANDARDS FOR DIGITAL SUBMISSION FOR ELECTRONIC PLAN REVIEW

Submittals for plan review shall be sent to the applicable email address as following:

- **Commercial building permits** (New construction, repairs/remodels, additions, multifamily, duplex complex, etc.)
 - Submit to: commercialplanreview@brownsvilletx.gov
- **Residential building permits** (Single Family, Duplex (One structure on the lot), form surveys)
 - Submit to: residentialplanreview@brownsvilletx.gov
- **Signs**
 - Submit to: signs@brownsvilletx.gov
- **Communication Towers**
 - Submit to: communicationtowers@brownsvilletx.gov
- **Landscape Irrigation**
 - Submit to: irrigation@brownsvilletx.gov
- **Solar Panel Permits**
 - Submit to: solarpanels@brownsvilletx.gov
- **Swimming pools**
 - Submit to: swimmingpools@brownsvilletx.gov

Email subject shall be:

- Project address – Project name
 - E.g. 1000 Brownsville Street – B'Town Restaurant

FILE FORMAT

Architectural, Structural, Mechanical, Plumbing, Electrical and Civil set plans must be submitted in .pdf format. Layers should be flattened and made into a single image to reduce file size.

Documents such as applications, deed, COMchecks, RESchecks, address letters, TDLR#, response letters, Specifications and others as applicable must be submitted in .pdf format.

ZIP files are not supported by the email.



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FILE QUALITY

Scanned documents are not recommended as scanning degrades the quality of the image and creates noise for the plan review software. If you must scan documents, the resolution should not be less than 300 dpi (dots per inch). Plans submitted in an unacceptable or unreadable format will be rejected during the intake process.

PLANS AND DRAWINGS

File Name:

- All Architectural, Structural, Mechanical, Plumbing, Electrical and Civil set plans shall be in one file (Up to 20 sheets) so that the plans examiner may scroll through the file and have the ability to view all pages without opening another file. File shall be named according to what is included.
 - e.g. Project Name – FULL SET
- For larger projects (more than 20 sheets), separate .pdf files for Architectural, Structural, Mechanical, Plumbing, Electrical and Civil set plans may be submitted. File shall be named according to what is included.
 - e.g. ARCHITECTURAL
 - STRUCTURAL
 - MEP
 - CIVIL

All sheets shall be properly named and labeled.

****An index sheet must be included within the plan set including all drawings with the label and name of each drawing on the set.****

*****Documents shall be submitted on separate files named accordingly on what is included on the file.*****

Scale and orientation:

- Plans must be saved at “full-size” and “to-scale” to ensure proper measuring of lines and areas electronically. Pages must be properly oriented so that the top of the drawing appears at the top of the monitor; shall be upright and not sideways or upside down, so that the document can be viewed without rotation.

Page alignment:

- Customers should create plan drawings so that drawing perimeters “line up” exactly when overlaid electronically. Overlays are used to compare any differences between initial and subsequent plan submissions.
 - Revised/corrected plans must “line up” with the original submittal to facilitate comparing versions

Color

- Plans should be plotted/drawing using a black and white plot style. Color are reserved for use by the plans examiners to perform markups and annotations during the review process.

File Security/Accessibility

- Files should not be password-protected or locked documents. PDF files shall have permissions set to allow annotations/markups and stamps by staff.



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Stamping

- The lower-left or -right hand corner of the plan sets should be left blank in order to allow for the plan review team to place approval stamps. Do not place critical design information in both corners.

RESUBMITTALS

All revised documents and plans/drawings shall be clearly labels as “**REVISED**” and must include the **revision date**.

Standard instructions for resubmittal documentation still apply.

If revisions are being made to ten (10) sheets or less, these sheets may be submitted on their own, staff will merge them into the complete construction documents and replace the specific sheets.

If revisions are being made to more than ten (10) sheets, these revisions must be submitted as a new version of the full construction documents with revised pages clearly labeled.
