

# Required Documents Submittal Review

City of Brownsville Planning and Redevelopment Department

Submit to: [commercialplanreview@brownsvilletx.gov](mailto:commercialplanreview@brownsvilletx.gov) Submittal Instructions: [Standards for Digital Submission](#)



\*No partial submittals will be accepted.

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

### Site Plan Review:

1a. [Application for Building Permit](#)

2a. Electronic set (minimum sheet size 24" x 36" or larger; must be drawn to scale). A complete set consists of drawings

Site Plan  Utility Plan  Grading/Drainage Plan  Erosion/Sediment Control Plan and Details  Landscape Plan  Irrigation Plan  
Ensure proper signatures and seals are affixed to drawings as required by City Ordinances, State & Federal laws as applicable.

3a. Property Deed or equivalent showing legal description (If available).

4a. Other \_\_\_\_\_

If applicable:  Topographic Survey  Improvement Survey  Boundary Survey

### Building Plan Review:

1b. [Application for Building Permit](#)

2b. Electronic set (minimum sheet size 24" x 36" or larger; must be drawn to scale). 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.

3b. Property Deed or equivalent showing legal description (If available)

4b. Texas Department of Licensing and Regulation AB# (If project exceeds \$50,000.) [www.tdlr.texas.gov/ab/ab.htm](http://www.tdlr.texas.gov/ab/ab.htm)

5b. Flood Elevation Certificate, if applicable. Properties located in Special Flood Hazard Area <https://msc.fema.gov/portal/search>

6b. Energy Conservation information and COMcheck Compliance Sheet (2009 IECC) [www.energycodes.gov](http://www.energycodes.gov)

7b. Other \_\_\_\_\_

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

1. [Application for Building Permit](#)

2. Electronic set (PDF file minimum sheet size 24" x 36" or larger; must be drawn to scale). 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.

3. Texas Department of Licensing and Regulation AB# (If project exceeds \$50,000.) [www.tdlr.texas.gov/ab/ab.htm](http://www.tdlr.texas.gov/ab/ab.htm)

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)

6. Asbestos survey (If any demolition will be performed).

7. Other \_\_\_\_\_

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

1. [Application for Building Permit](#)

2. Electronic set (minimum sheet size 24" x 36" or larger; must be drawn to scale). 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.

3. Texas Department of Licensing and Regulation AB# (If project exceeds \$50,000.) [www.tdlr.texas.gov/ab/ab.htm](http://www.tdlr.texas.gov/ab/ab.htm)

4. Asbestos Survey (If any demolition will be performed).

5. Energy Conservation information and COMcheck Compliance Sheet (2009 IECC) [www.energycodes.gov](http://www.energycodes.gov)

Note: Include report if any modifications to mechanical/electrical systems, exterior walls or roof.

6. Other \_\_\_\_\_

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

Contact information	Position	Office Number	Cellphone	Email address
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\*\*No further review (site plan and/or building plan review) will take place until all documents are submitted.

03/11/2021