

# PLANNING AND REDEVELOPMENT DEPARTMENT

**\*YOU MAY CALL ANY NUMBER LISTED BELOW FOR HELP WITH YOUR PERMIT OR DEVELOPMENT PROJECT\***

## New construction

Permits for new construction must be obtained prior to beginning work. A description of the proposed structure and identification of the property must appear on the permit application. Building plans, including a plot plan showing the proposed building and location of all other structures on the lot and off street parking, must accompany the application. Front, side and rear yard setbacks, parking requirements, lot coverage and zoning regulations are checked. Building plans are reviewed by various City departments to determine compliance to all City Codes.

## Additions

Permits for additions to existing structures must be obtained prior to beginning any work on the addition. Plot plans showing the proposed addition and its location, in relation to property lines and existing detached buildings must accompany the permit application. These diagrams and specifications help in determining compliance to building and zoning regulations.

## Remodeling and Repairs

Permits to remodel or repair existing structures must be obtained before work begins. Major repairs such as replacements of roofs, porches, and foundations also require permits. Details of the proposed work shall accompany the permit application to assure compliance to building and other pertinent regulations.

Permits are required for the following;

- New Construction
- Remodeling
- Repairs
- Additions
- Demolitions
- Plumbing
- Electrical
- Mechanical
- Signs
- Fences
- Lawn Sprinklers
- Swimming Pools and Spas
- Patio Covers, Canopies / Gazebo
- Carports / Garages
- Storage Buildings
- Driveways
- Solar panels
- Communication towers

**Commercial document submittal** <https://www.cob.us/DocumentCenter/View/5761/Comprehensive-Commercial-Checklist>

**Residential document submittal** <https://www.cob.us/DocumentCenter/View/5786/Residential-Document-Submittal>

## CODES & ORDINANCES ADOPTED

<https://www.cob.us/1915/Adopted-Codes-and-Ordinances>

IRC 2018	IMC 2018	Existing Building Code 2018
IBC 2018	NEC 2017	
IPC 2018	IFGC 2018	

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# BUILDING PERMITS DIVISION

To apply for a building permit contact a development coordinator. Permit applications can be found at

<https://www.cob.us/174/Forms-Applications>

To submit your application use the email following the permit type.

- Certificate of Occupancy  
Submit to : [buildingpermits@cob.us](mailto:buildingpermits@cob.us)
- Commercial building permits (New construction, repairs/remodels, additions, multifamily, duplex complex, etc.)  
Submit to : [commercialplanreview@cob.us](mailto:commercialplanreview@cob.us)
- Residential building permits (Single Family, Duplex (One structure per lot), form surveys)  
Submit to : [residentialplanreview@cob.us](mailto:residentialplanreview@cob.us)
- Signs  
Submit to : [signs@cob.us](mailto:signs@cob.us)
- Communication Towers  
Submit to : [communicationtowers@cob.us](mailto:communicationtowers@cob.us)
- Landscape Irrigation  
Submit to : [irrigation@cob.us](mailto:irrigation@cob.us)
- Solar Panel Permits  
Submit to : [solarpanels@cob.us](mailto:solarpanels@cob.us)
- Swimming pools  
Submit to : [swimmingpools@cob.us](mailto:swimmingpools@cob.us)

## DEVELOPMENT COORDINATORS

	DIRECT NUMBER	CELLPHONE	EMAIL
Debbie Losoya	956-548-6106	956-410-8971	<a href="mailto:deborah.losoya@cob.us">deborah.losoya@cob.us</a>
Eleazar Rodriguez	956-548-6194	956-551-2319	<a href="mailto:eleazar.rodriguez@cob.us">eleazar.rodriguez@cob.us</a>
Erika Espinoza	956-548-6105	956-525-2773	<a href="mailto:erika@cob.us">erika@cob.us</a>
Isaac Escorza	956-548-6166	956-592-9362	<a href="mailto:isaac.escorza@cob.us">isaac.escorza@cob.us</a>

## COMBINATION PLANS EXAMINERS

	DIRECT NUMBER	CELLPHONE	EMAIL
Angel Sanchez	956-548-6088	956-525-2896	<a href="mailto:angel.sanchez@cob.us">angel.sanchez@cob.us</a>
Richard Alvarez	956-548-6125	953-551-0882	<a href="mailto:ralvarez@cob.us">ralvarez@cob.us</a>
Alejandro De La Garza	956-548-6196	-	<a href="mailto:alejandro.delagarza@cob.us">alejandro.delagarza@cob.us</a>
Juan Camacho	956-548-6107	-	<a href="mailto:juan.camacho@cob.us">juan.camacho@cob.us</a>

## BUILDING INSPECTORS

	DIRECT NUMBER	CELLPHONE	EMAIL
Fred Gonzalez	956-548-6129	956-592-9373	<a href="mailto:fred.gonzalez@cob.us">fred.gonzalez@cob.us</a>
Luis Saucedo	956-548-6140	956-543-3940	<a href="mailto:luis.saucedo@cob.us">luis.saucedo@cob.us</a>
Filiberto Alba	956-548-6128	956-592-9374	<a href="mailto:falba@cob.us">falba@cob.us</a>
Elena Davis	956-548-6079	956-592-9377	<a href="mailto:elena.davis@cob.us">elena.davis@cob.us</a>

To schedule inspections email request to [buildingpermits@cob.us](mailto:buildingpermits@cob.us)

*Include; name, permit number and address*

or  
call (956) 548-6163, (956) 548-6122, (956) 548-1133 or (956) 548-6150

## CODE ENFORCEMENT/MULTIFAMILY

	DIRECT NUMBER	CELLPHONE	EMAIL
Esgar Aguilar	956-548-6153	956-543-6428	<a href="mailto:eaquilar@cob.us">eaquilar@cob.us</a>

## BUILDING OFFICIAL

	DIRECT NUMBER	CELLPHONE	EMAIL
Omar Ochoa	956-548-6162	956-551-9096	<a href="mailto:omar.ochoa@cob.us">omar.ochoa@cob.us</a>

# ZONING DIVISION

## ZONING/SUBDIVISIONS

- Board of Adjustment (BOA)
- Conditional Use
- Determination Certificate
- General Zoning Inquiries
- Specific Use for Food Trucks Park
- Specific Use Permits
- Subdivisions
- Zoning Certificate
- Zoning Change

Zoning and subdivision applications can be found at <https://www.cob.us/174/Forms-Applications>

To apply for a zoning change contact a planner.

To submit your project use the email following the application type.

- Zoning  
Submit to : [zoning@cob.us](mailto:zoning@cob.us)
- Board of Adjustment (variance)  
Submit to : [boa@cob.us](mailto:boa@cob.us)
- Subdivisions  
Submit to : [subdivisions@cob.us](mailto:subdivisions@cob.us)

## PLANNERS

	DIRECT NUMBER	CELLPHONE	EMAIL
Allan Garces	956-548-6182	956-410-4338	<a href="mailto:allan.garces@cob.us">allan.garces@cob.us</a>
Brigette Graybill	956-548-6124	956-525-2862	<a href="mailto:bagraybill@cob.us">bagraybill@cob.us</a>
Eduardo Garrido	956-548-6141	956-525-2654	<a href="mailto:eduardo.garrido@cob.us">eduardo.garrido@cob.us</a>
Georgina Lopez	956-548-6146	956-525-2890	<a href="mailto:georgina.lopez@cob.us">georgina.lopez@cob.us</a>
Martin Vega	956-548-6181	956-589-0067	<a href="mailto:martin.vega@cob.us">martin.vega@cob.us</a>
Alfonso Vallejo	956-548-6158	-	<a href="mailto:avallejo@cob.us">avallejo@cob.us</a>

## HISTORIC PRESERVATION & DOWNTOWN DIVISION

	DIRECT NUMBER	CELLPHONE	EMAIL
Juan Velez	956-548-6142	956-545-9487	<a href="mailto:juan.velez@cob.us">juan.velez@cob.us</a>
Miriam C. Suarez	956-548-6156	956-346-4026	<a href="mailto:miriam.suarez@cob.us">miriam.suarez@cob.us</a>

## SMALL BUSINESS ECONOMIC DEVELOPMENT

	DIRECT NUMBER	CELLPHONE	EMAIL
Constanza Miner	956-548-6157	956-346-8116	<a href="mailto:constanza.miner@cob.us">constanza.miner@cob.us</a>

## PAYMENTS

	DIRECT NUMBER	CELLPHONE	EMAIL
Enriqueta Rodriguez	956-548-6163	956-525-2704	<a href="mailto:erodriguez@cob.us">erodriguez@cob.us</a>
Julio Castañeda	956-548-6133	956-525-2732	<a href="mailto:julio.castaneda@cob.us">julio.castaneda@cob.us</a>
Rosa Rodriguez	956-548-6122	956-525-2761	<a href="mailto:rosa.rodriguez@cob.us">rosa.rodriguez@cob.us</a>

To make payments :

1. call one of the above phone numbers  
or
2. Email request to [buildingpermits@cob.us](mailto:buildingpermits@cob.us)  
\*Include: name, permit number and address. A fiscal clerk will call back.  
or
3. Contractors/subcontractors that are registered online can pay for permits thru their online account.  
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