

Required Documents Submittal Review

City of Brownsville Planning and Redevelopment Department

Submit to: 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

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

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

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

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

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

5. Energy Conservation information and COMcheck Compliance Sheet (2009 IECC) 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
Erika Espinoza	Development Coordinator	956-548-6105	956-592-9362	Erika.Espinoza@brownsvilletx.gov
Debbie Losoya	Development Coordinator	956-548-6106	956-410-8971	Debbie.Losoya@brownsvilletx.gov
Isaac Escorza	Development Coordinator	956-548-6166	956-592-9362	Isaac.Escorza@brownsvilletx.gov
Angel Sanchez	Deputy Building Official	956-548-6088	956-525-2896	Angel.Sanchez@brownsvilletx.gov
Alejandro De La Garza	Combination Plans Examiner	956-548-6196	956-556-1538	Alejandro.Delagarza@brownsvilletx.gov
Juan Camacho	Combination Plans Examiner	956-548-6109	956-592-9368	Juan.Camacho@brownsvilletx.gov
Richard Alvarez	Combination Plans Examiner	956-548-6125	956-551-0882	Richard.Alvarez@brownsvilletx.gov
Omar Ochoa	Building Official	956-548-6162	956-551-9096	Omar.Ochoa@brownsvilletx.gov
Rick Vasquez	Planning Director	956-548-6145	956-551-0506	Rick.Vasquez@brownsvilletx.gov

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

05/03/2021

SITE PLANS:

The following is a general outline of drawings necessary for plan review (Building Permits and Inspections Division may request additional information if necessary).

The Site Plan shall clearly show:

- Legal description
- Intended use of land
- Physical address
- Flood zone
- City zoning use, area district and overlay (if applicable) of project site.
- Site plan shall be drawn to scale
- Designer's/ Surveyor's Name, Address, Phone Number, Fax Number and/or Email
- Project's owner, address and phone number
- Show scale of plan, vicinity map and North arrow
- Parking layout and parking calculations
- Fences: location, height, screening materials (Provide detail)
- Location of refuse collection with screening (Provide detail)
- Vision clearance at intersections (corner yard requirements) 6 feet / 36 feet
- Access: vehicular and pedestrian, driveway location(s), curb stops, parking area, circulation areas, and curb cuts (with dimensions)
- Show location of closest fire hydrant to property.
- Need to show existing conditions of adjacent properties if proposed building(s) will be built on zero lot line.
- Site Plan to include:
 - _ Bearings of all property lines
 - _ Location of all recorded easement(s) on the property
 - _ Location of the public right-of-way adjacent to the property
 - _ Dimensions for all existing and proposed sidewalks, driveways, approaches, paved areas, retaining walls, streets, curbs, and gutters
- Sidewalk plan and details
- Setbacks
- Bike rack(s)
- Accessible parking including accessible aisle and ramps
- Sign(s) on site plan, height, location(s),size and setbacks
- Utility plan to include:
 - Existing and proposed utilities
 - Meter size (Water & Electrical)
 - Existing and proposed easements
 - Show OH or UG power lines
 - Grease, Lint, sand trap and details (If applicable)
 - Construction details
- Grading and drainage plan
- Erosion and sediment control plan and details
- Landscape and irrigation plan

[Interactive Zoning Map](#)

City of Brownsville Standard Acceptable Scales and Paper Size:

Format paper size
24" x 36" or greater

Architect:	Architect:	Engineer:
1/8" = 1'	1/16" = 1'	1" = 10'
1/4" = 1'	3/32" = 1'	1" = 20'
3/4" = 1'	3/16" = 1'	1" = 30'
3/8" = 1'	1" = 1'	1" = 40'
1 1/2" = 1'	1/2" = 1'	1" = 50'
3" = 1'		1" = 60'

Must be to scale and legible.

[Bicycle parking ordinance](#)

[Drainage Plan](#)

[Landscape Ordinance; Irrigation Ordinance](#)

<p><u>FIRE DEPARTMENT - Fire Marshal's Office - 1036 E. Levee Street (956) 548-6075</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Fire truck turnaround area. <input type="checkbox"/> Fire lane(s) <input type="checkbox"/> Site plan with dimensions (length and width) of all streets, drives, and islands (from front face of curb to front face of curb) <input type="checkbox"/> If there is going to be a gate, then it must have a siren operated system. <input type="checkbox"/> Proposed locations of the Fire Departments Connections (FDC's) <input type="checkbox"/> Remote mounted FDC's must be located a minimum distance of one and a half times the building height. Must be within 150 feet of a hydrant. <input type="checkbox"/> All Fire department access roads need a minimum of a 28 foot inside turning radius <input type="checkbox"/> All portions of the building must be within 150 feet of fire department apparatus road. <input type="checkbox"/> Minimum 26 foot wide road where fire hydrants are located. <input type="checkbox"/> Fire Department must have approval from building department on the construction of any and all fire assemblies (fire walls) required by IBC. 	
<p><u>ENGINEERING- 404 E. Washington Street (956) 541-1012</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Drainage calculations (lots over ½ acre) <input type="checkbox"/> Grading Plan <input type="checkbox"/> TXDOT Permit for driveway 	<p>TXDOT Office located at 1375 Military Road www.txdot.gov/</p>
<p><u>TRAFFIC- 404 E. Washington Street (956) 548-1768</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Location and width of driveway <input type="checkbox"/> Distances between driveways if more than one <input type="checkbox"/> Car stacking for drive-thru <input type="checkbox"/> If using an alley to service a commercial parking lot then a letter from the owner is required that will provide maintenance to said portion used. <p>Submit:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Traffic Impact Analysis (TIA) <input type="checkbox"/> Trip Generation Analysis 	<p>24 FT minimum width 250 FT minimum</p> <p>Traffic Policy and Trip Generation Worksheet</p>
<p><u>BROWNSVILLE PUBLIC UTILITIES BOARD (BPUB) 1425 Robinhood Dr. (956) 983-6100</u></p> <p><u>BPUB Key Accounts: (956)983-6287</u> Jenica Russell Business Development Representative (956)983-6287 JRussell@brownsville-pub.com</p>	<p>If Brownsville Public Utilities Board is not the provider for electricity, water, and/or sewer, must obtain service from a designated company.</p>
<p><u>BPUB: Pre-treatment: (956) 983-6518</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> FSE: Grease Interceptor & 8" SP <input type="checkbox"/> Laundry Mat: Lint Trap & 8" SP <input type="checkbox"/> Carwash: Grit Trap & 8" SP <input type="checkbox"/> Auto Sales: No requirements <input type="checkbox"/> Auto Sales w/washing process: Grit Trap & 8" SP <input type="checkbox"/> Auto Service (no floor drains in process area): No requirements <input type="checkbox"/> Auto Service (with floor drains in process area): Grit Trap & 8" SP or Oil & Water Separator & 8" SP 	<p>Brownsville Public Utilities Board Checklists</p>

<ul style="list-style-type: none"> <input type="checkbox"/> Warehouse/Manufacturing Facility: Must complete and submit PUB's Non-Residential & Industrial Survey <input type="checkbox"/> Medical/Dental Facilities: Must complete and submit PUB's Non-Residential & Industrial Survey <input type="checkbox"/> Dry Cleaners: Must complete and submit PUB's Non-Residential & Industrial Survey <input type="checkbox"/> Businesses using oil and/or solvent based products: Oil & Water Separator & 8" SP 	
<p><u>BPUB: Water Sewer: (956) 983-6227</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Size and location of the existing water and sewer main lines <input type="checkbox"/> Location and size of water meter and sewer taps <input type="checkbox"/> Connection details for water and sewer taps <input type="checkbox"/> Easements required <input type="checkbox"/> The design engineer must verify elevation of water and sanitary sewer tie-in points of existing city facilities. 	<p>Brownsville Public Utilities Board Checklists</p>
<p><u>BPUB: Electrical Department: (956) 983-6205</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Provide site plan in <u>AutoCAD file</u> and contact information <input type="checkbox"/> Electrical checklist <input type="checkbox"/> Panel and transformer location <input type="checkbox"/> Will it be underground or overhead service? Please specify. 	<p>Brownsville Public Utilities Board Checklists</p>
<p><u>BPUB: Backflow Department: (956) 983-6519.</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Backflow preventers are required for lawn irrigation system and fire line. <input type="checkbox"/> Back flow preventer Post Mix Carbonated Beverage dispensers C02 <input type="checkbox"/> Back flow preventer Chemical dispensers <input type="checkbox"/> Back flow preventer for commercial swimming pool <input type="checkbox"/> Back flow preventer required on Lease space 	<p>Brownsville Public Utilities Board Checklists</p>
<p><u>PLANNING & ZONING DIVISION - 1034 E. Levee St. (956) 548-6150</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Comply with use district, area district, setbacks and overlay(s) <input type="checkbox"/> If property is within an overlay district, additional restrictions may apply. <input type="checkbox"/> Is the property platted or in need of a determination certificate? <input type="checkbox"/> Bicycle parking must comply with bicycle ordinance. <input type="checkbox"/> Sidewalks must comply with sidewalk ordinance. 	<p>Interactive Zoning Map</p>
<p><u>HISTORIC PRESERVATION & HISTORIC PRESERVATION DESIGN AND REVIEW BOARD (HPDRB) -1034 E. Levee St. (956) 548-6150</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Certificate of Appropriateness (COA) Application <input type="checkbox"/> Site Plan that shows: <ul style="list-style-type: none"> <input type="checkbox"/> Access <input type="checkbox"/> Parking <input type="checkbox"/> Building footprint <input type="checkbox"/> Existing floor plan <input type="checkbox"/> Demolition floor plan <input type="checkbox"/> Proposed floor plan <input type="checkbox"/> All exterior elevations <input type="checkbox"/> New Building Finish Schedule Board – samples of material used. <input type="checkbox"/> Construction details (scale: ¼" = 1'-0" minimum) <input type="checkbox"/> Photographs documenting existing conditions where 	

<p>scope of work will take place.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Signage; reference Sec. 348-1531. - Signs and billboards. Provide: <ul style="list-style-type: none"> <input type="checkbox"/> Sign length <input type="checkbox"/> Placement of sign <input type="checkbox"/> Exterior elevation with dimensions <input type="checkbox"/> If project consists of a new plaza, turn in a Master Signage Plan. <input type="checkbox"/> Always match existing building features and materials 	
<p><u>DOWNTOWN DISTRICT – 1034 E. Levee St. (956) 548-6150</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Compliance with Downtown District Overlay Ordinance (DOD) <input type="checkbox"/> Determine if business qualifies for incentives (permitted uses: retail, art, entertainment) 	
<p><u>LANDSCAPE/ CITY FORESTER - Jaime Zapata Ave. (956) 548-6137</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Tree Survey required sign and sealed by a registered Surveyor or Civil Engineer (when there are existing trees on site); location and type of trees. <input type="checkbox"/> Clear-cut/vegetation removal permits application (if applicable); location and type of trees. <input type="checkbox"/> See Landscape Ordinance <input type="checkbox"/> Reference Landscape Review Checklist <input type="checkbox"/> Landscape plan to include: <ul style="list-style-type: none"> <input type="checkbox"/> Location of existing trees including location of preserved trees <input type="checkbox"/> Location of existing trees to be mitigated and relocated <input type="checkbox"/> Location of buffer trees including height, type of trees <input type="checkbox"/> Location of parking trees including height, type of trees <input type="checkbox"/> Plant schedule <input type="checkbox"/> Landscape calculations <input type="checkbox"/> Screening fence (if adjoining land is zone residential) <input type="checkbox"/> Cart return area (if applicable) <input type="checkbox"/> Irrigation plan <input type="checkbox"/> Location of hose bibs 	
<p><u>STORM WATER PREVENTION - Jaime Zapata Ave. (956) 838-6253</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Project total disturbed area <input type="checkbox"/> Small construction notice for projects 1.0 acre but less than 5.0 acre <input type="checkbox"/> Large construction notice for projects more than 5.0 acre, NOI and TCEQ Permit <input type="checkbox"/> SWPPP for all sites that are over 1.0 acre. <input type="checkbox"/> Erosion and sediment control plan and details 	
<p><u>PUBLIC WORKS - Jaime Zapata Ave. (956) 838-6253</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Driveway minimum of 20 ft. radii on approaches. <input type="checkbox"/> If property has an adjacent ditch, access must be available for maintenance. 	
<p><u>G.M.S. – 2965 E. 13 Street (956) 544-2100</u></p>	

<ul style="list-style-type: none"> <input type="checkbox"/> Show dumpster location on site plan <input type="checkbox"/> 10'x10' wooden enclosure with gates which opens at 180 degrees. <input type="checkbox"/> GMS specification language 	<p style="text-align: center;">GMS Waste Disposal Dumpster Enclosure Specifications</p>
<p><u>BROWNSVILLE /SPI INTERNATIONAL AIRPORT - 700 S. Minnesota Ave. (956) 542 - 4373</u></p> <p>Below are the guidelines laid down by FAA for the construction/alteration notification requirement:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Building height. <input type="checkbox"/> Distance in miles from building to nearest airport runway <input type="checkbox"/> within 20,000 ft of a public use or military airport which exceeds a 100:1 surface from any point on the runway of each airport with at least one runway more than 3,200 ft. <input type="checkbox"/> within 10,000 ft of a public use or military airport which exceeds a 50:1 surface from any point on the runway of each airport with its longest runway no more than 3,200 ft. <input type="checkbox"/> within 5,000 ft of a public use heliport which exceeds a 25:1 surface <input type="checkbox"/> Any highway, railroad or other traverse way whose prescribed adjusted height would exceed that above noted standards •When requested by the FAA •Any construction or alteration located on a public use airport or heliport regardless of height or location <input type="checkbox"/> Persons failing to comply with the provisions of FAR Part 77 are subject to Civil Penalty under Section 902 of the Federal Aviation Act of 1958, as amended and pursuant to 49 U.S.C. Section 46301(a). <input type="checkbox"/> Height should not exceed 34:1 in slope in case of 18-36 runway approach <input type="checkbox"/> Height should not exceed 50:1 slope in case of runway 13-31 approach 	
<p><u>TABC (Texas Alcoholic Beverage Commission)</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Sales of Alcoholic Beverages 	<p style="text-align: center;">www.tabc.state.tx.us</p>

BUILDING PLAN REVIEW:

PROFESSIONAL LICENSE: Drawings and documents shall be sealed, signed, dated and designed by a State of Texas Registered Architect, Registered Engineer, where applicable as required by the State of Texas Engineering and Architect Practice Act.

The following is a general outline of drawings necessary for plan review (Building Permits and Inspections Division may request additional information if necessary).

- 1 hard copy AND 1 electronic file in pdf format on CD or USB of the complete set of construction documents drawn to scale are required for plan review. Min. size 24"x36" (Scale no smaller than 1"=30')

Approvals required:

<p><u>NON- STRUCTURAL PLAN REVIEW</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Drawings must be drawn to scale, dimensioned and of sufficient clarity <input type="checkbox"/> Architectural plans must include: <ul style="list-style-type: none"> <input type="checkbox"/> Code Analysis (Occupancy Group, Occupant Load, Construction Type, proposed fire protection system, etc.) <input type="checkbox"/> Calculations of the Occupant Load, in graphical or tabular form, showing the number of occupants to be accommodated on each floor, and in all rooms and spaces. <input type="checkbox"/> Floor plan <input type="checkbox"/> Roof plan and reflected ceiling <input type="checkbox"/> Equipment plan and schedule (Food businesses) <input type="checkbox"/> Exterior elevations, building sections and interior elevations <input type="checkbox"/> Door schedules, window schedules, hardware schedules <input type="checkbox"/> Construction details; interior elevations and interior finish schedules <input type="checkbox"/> Clear identification and detailing of any fire rated partitions, barriers and fire walls, and doors with hourly ratings <input type="checkbox"/> Structural plans must include: <ul style="list-style-type: none"> <input type="checkbox"/> Foundation plan, general notes and typical details <input type="checkbox"/> Framing general notes and typical details <input type="checkbox"/> Roof framing plan and details <input type="checkbox"/> Exterior Wall sections and details <input type="checkbox"/> Interior Wall sections and details <input type="checkbox"/> Design Criteria <input type="checkbox"/> Design load: List design load combination <input type="checkbox"/> Live loads: List design floor live loads for each use category. State live-load reductions, if any, and show basis. <input type="checkbox"/> Wind load: <ul style="list-style-type: none"> <input type="checkbox"/> (1) Show basis of design wind mph for primary frames and systems. <input type="checkbox"/> (2) State Exposure Category. <input type="checkbox"/> Earthquake loads 	<p>IBC 2018 Section 1603 IBC 2018 Section 1605.1 IBC 2018 Table 1607.1 IBC 2018 Section 1607.10</p> <p>IBC 2018 Section 1609 or ASCE Section 6</p> <p>IBC 2018 1609.4 IBC 2018 Section 1613.1</p>
<p><u>ELECTRICAL</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> One line diagram <input type="checkbox"/> Load calculations <input type="checkbox"/> Size of wire for service and panels <input type="checkbox"/> Meter location 	

<ul style="list-style-type: none"> <input type="checkbox"/> Subpanel location <input type="checkbox"/> Outlet location <input type="checkbox"/> Aluminum Conductors allowed for service entry and feeders only. Reference Electrical Ordinance Sec. 18-486 	
<p><u>PLUMBING</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Plumbing plan <input type="checkbox"/> Riser diagrams for sewer, water, gas and sanitary drain. <input type="checkbox"/> Location of plumbing fixtures like water heater, toilet, lavatories, shower or tub, mop sink, drinking fountain, floor drain, floor sink, wall clean outs, trap primers, etc. <input type="checkbox"/> Grease line and sanitary drain lines drain separately; identify that plumbing fixtures drain in appropriate line. <input type="checkbox"/> Identify that material specified will meet code. <input type="checkbox"/> Grease interceptor details. <input type="checkbox"/> Plumbing fixture schedule <input type="checkbox"/> Check building classification and that plumbing fixtures meet requirements <input type="checkbox"/> Site plan, sewer and gas utilities 	
<p><u>MECHANICAL</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Duct layout and duct R-value <input type="checkbox"/> Equipment location <input type="checkbox"/> J-load calculation from licensed Mechanical Contractor or Mechanical Engineer; no equivalent. <input type="checkbox"/> Equipment listing and ratings <ul style="list-style-type: none"> <input type="checkbox"/> Listing: what equipment serves what areas <input type="checkbox"/> Rating: BTU's for cooling and KW's for heat and KW's for electrical wire size <input type="checkbox"/> Drain location to plumbing drain <input type="checkbox"/> Fire damper locations – when required. <input type="checkbox"/> Smoke detectors in return air - systems over 2,000 cfm (units over 5 tons) 	
<p><u>HEALTH DEPT. – 1034 E. Levee/2nd Floor (956) 542-3437</u></p> <p>Note: All construction plans submitted for permit that require an approval from the Health Department shall be considered on an individual basis as it is strongly suggested that the applicant perform a preliminary inquiry directly with the Health Department.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Proposed Menu <input type="checkbox"/> Complete building floor plan to include Kitchen floor plan and equipment layout. <input type="checkbox"/> Equipment schedule. <input type="checkbox"/> Lighting schedule. <input type="checkbox"/> Finish schedule. <input type="checkbox"/> Show location of dumpster <input type="checkbox"/> Sales Tax ID # is required on application from State Comptroller's Office <input type="checkbox"/> Certified Food Manager Certification/Food Handler Certification 	<p>https://www.dshs.state.tx.us/foodestablishments/</p>
<p><u>PLANNING & ZONING DIVISION - 1034 E. Levee St. (956) 548-6150</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Planning and Zoning Division review buildings when the property is in certain overlay districts. 	

<p><u>HISTORIC PRESERVATION & HISTORIC PRESERVATION DESIGN AND REVIEW BOARD (HPDRB) -1034 E. Levee St. (956) 548-6150</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Certificate of Appropriateness (COA) Application <input type="checkbox"/> Existing floor plan <input type="checkbox"/> Demolition floor plan <input type="checkbox"/> Proposed floor plan <input type="checkbox"/> All exterior elevations <input type="checkbox"/> New Building Finish Schedule Board – samples of material used. <input type="checkbox"/> Construction details (scale: ¼” = 1’-0” minimum) <input type="checkbox"/> Photographs documenting existing conditions where scope of work will take place. <input type="checkbox"/> Signage; reference Sec. 348-1531. - Signs and billboards. Provide: <ul style="list-style-type: none"> <input type="checkbox"/> Sign length <input type="checkbox"/> Placement of sign <input type="checkbox"/> Exterior elevation with dimensions <input type="checkbox"/> If project consists of a new plaza, turn in a Master Signage Plan. <input type="checkbox"/> Always match existing building features and materials 	
<p><u>DOWNTOWN DISTRICT – 1034 E. Levee St. (956) 548-6150</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Compliance with Downtown District Overlay Ordinance (DOD) <input type="checkbox"/> Determine if business qualifies for incentives (permitted uses: retail, art, entertainment) 	
<p><u>FIRE DEPARTMENT (956) 548-6075</u></p> <p>Contact Fire Department for sprinkler requirements. Fire sprinkler and fire alarm system plans shall be submitted to and approved by the Fire Department prior to any framing inspection by the Building Inspections Department. Required fire assemblies (other than assemblies listed in Table 720 of the 2012 IBC) shall be accompanied by an approved fire resistance rating and corresponding design or file number on plans and details. All construction plans submitted for permit that require an approval from the Fire Department shall be considered on an individual basis only.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Sprinkler system is required if: <ul style="list-style-type: none"> <input type="checkbox"/> The fire area has an occupant load of 100 or more <input type="checkbox"/> The fire area exceeds 5,000 square feet <input type="checkbox"/> The fire area is located on a floor other than a level of exit discharge serving an assembly occupancy <p>The following are required on plans for review and approval:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Square feet of areas of assembly occupancies including stages, dance floors, etc. <input type="checkbox"/> Seating layout for assembly occupancies. <input type="checkbox"/> Cubic feet for tire storage. 	<p>IBC 2018 Section 903.2.1.2</p> <p>IBC 2018 Section 903.2.9.2</p>
<p><u>BROWNSVILLE PUBLIC UTILITIES BOARD (956) 983-6100</u></p> <p><u>Pre-treatment: (956) 983-6518</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Will facility have a kitchen? Any medical/dental, photo processing, printing, laundry facility, dry cleaning, etc. shall require proper pretreatment? 	

<ul style="list-style-type: none"> <input type="checkbox"/> Submit plumbing plans. <input type="checkbox"/> For warehouses need to complete a Non-Residential & Industrial Wastewater Survey/Inspection form and submit to Brownsville Public Utilities Board Pretreatment Department. <input type="checkbox"/> Floor drains are only allowed in restrooms and not on floor in warehouse. 	Brownsville Public Utilities Board Checklists
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ADDITIONAL REQUIREMENTS:

TEXAS ACCESSIBILITY STANDARDS (TAS) REVIEW: On application to a local governmental entity for a building construction permit related to the plans and specifications, the owner shall submit to the entity proof that the plans and specifications have been submitted to the Texas Department of Licensing and Regulation (TDLR). Article 9102, Section 5(k) Senate Bill 959.

For submittal requirements, please contact TDLR:
 Website: <https://www.tdlr.texas.gov/> Phone: (800) 803-9202

COMcheck Compliance Sheet (2009 IECC), www.energycodes.gov

TEXAS DEPARTMENT OF HEALTH ASBESTOS SURVEY: On application to a local governmental entity for a building construction permit related renovation or demolition; the owner shall submit to the entity proof that an asbestos survey has been conducted. <https://www.dshs.texas.gov/asbestos/> or (888) 963-7111. Proof of Survey Form provided by Building Inspections shall be completed with permit application.

****NOTE:**

This list is made available to assist and expedite your permit. However, requirements may vary depending on each project. Permit holder is responsible for requesting and completing all required inspections. Drawings containing a label such as “not for construction” or “for pricing only” will not be accepted for permit application.

A separate permit is required for each building, including separate permits for Electrical, Plumbing, HVAC, and signs.

It is a violation of the City Code to remove/damage trees located in the city right-of-way.

No building may be occupied until a Certificate of Occupancy (CO) has been issued.

No permanent electrical service will be granted without a permanent CO. As per the City adopted Building Code, no person shall make connections to a utility, source of energy, fuel or power to any building or system which is regulated by the technical codes for which a permit is required, until released by the Building Official and a Certificate of Occupancy is issued.

Any permit becomes null and void if work or construction authorized is not commenced within 6-months at any time after work is commenced.

The examination of the submitted documents does not relieve the owner, designers, contractors, engineers, or their representatives from their individual or collective responsibilities to comply with applicable provisions of the adopted codes.

This examination by the Building Inspector or Building Official is not to be construed as a check on every item in the plans and submitted documents, and does not prevent the Building Official from hereafter requiring corrections of errors in plans or construction.