

## Required Documents Submittal Review

Planning and Development Services

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

### A. Residential Moving-In Permit – Frame or Modular structure.

The following two permits are required to be submitted at the same time:

#### 1. Owner: Moving Repairs Permit

- 1. Permit application
- 2. Property deed or equivalent showing legal description. (if available)
- 3. Building photographs (interior / exterior)
- 4. Proof of building ownership (bill of sale or similar)
- 5. Property owner's ID
- 6. Legible drawing set. A complete set consists of:
  - a. Site Plan (See below section F. Required Content) b. Floor Plan (See below Section F. Required Content) c. Anchoring details

#### 2. Contractor: Moving Permit

- 1. Permit Application (Issued to Registered Moving Contractor).

### B. Residential Moving-Out of City Limits. By contractor - Only one permit required

- 1. Permit Application (Issued to Registered Moving Contractor).
- 2. Proof of building ownership (bill of sale of similar)
- 3. Building owner's ID.

### C. Commercial Moving Repairs (site) Permit:

- 1. Permit Application
- 2. Refer to checklist Document Submittal for Commercial Projects **Section (A) Site & Building Plan Review** for requirements.

### D. Mobile Home (Moving to mobile home park, Type A):

- 1. Permit application
- 2. Mobile home park contract
- 3. Building photographs (interior / exterior)
- 4. Proof of building ownership (bill of sale or similar)
- 5. Mobile home owner's ID
- 6. Legible drawing set. A complete set consists of:
  - a. Site Plan (See below section F. Required Content) b. Floor Plan (See below Section F. Required Content) c. Anchoring details

### E. Mobile Home (Moving to mobile home subdivision, Type B):

- 1. Permit application
- 2. Property deed or equivalent showing legal description. (if available)
- 3. Building photographs (interior / exterior)
- 4. Proof of building ownership (bill of sale or similar)
- 5. Property owner's ID
- 6. Legible drawing set. A complete set consists of:
  - a. Site Plan (See below section F. Required Content) b. Floor Plan (See below Section F. Required Content) c. Anchoring details

### F. Required Content:

Site Plan:

- Building location
- Easements as per recorded plat
- Setbacks per UDC
- Driveway per UDC
- Sidewalks per UDC

Floor Plan: (Applicant may request the Layout Design Template from our office)

- Kitchen, one full bath
- One exterior door 3'-0" x 6'-8"
- Bedroom(s) operable window size 3°5°
- Stair, handrail/guardrail construction details (Building Entrance)
- Clothes washer connection; Water heater location
- Anchoring details (type and size of anchor must be provided to determine required quantity)

**NOTE: Property owner is responsible for confirming that utilities (water/wastewater) are readily available to the subject property without the extension of public infrastructure.**

\*Additional requirements apply if located within the O-11, Historic Overlay District.

\*\*Review will not take place until all documents are submitted. Additional documents may be required on a case basis, list is not all inclusive.