



## Development Services

### Department

200 W. Vulcan  
Brenham, TX 77833

Contact Us:

979-337-7220

[cityofbrenham.org](http://cityofbrenham.org)

The City of Brenham would like to thank you for choosing our City for your future project. We consider our community stakeholders our customers and partners for a viable long term successful community. We welcome all new projects to our community and believe a diverse economy is not only a good thing but a necessary thing for everyone's long term success.

The first step we request for new members of the community is to set up a predevelopment meeting with city staff. We request the initial meeting include at a minimum an owner in the project so the staff has an opportunity to introduce ourselves.

In order for an expedient and easy to follow process we ask the certain steps be followed at the beginning of a project. This will give us the opportunity to provide you with the information we need to make your project successful and return a timely response. We ask that you submit the completed application that pertains to your specific item with all of the information provided on the form we have available on our website or in our city offices be complete and submitted all at one time. This will allow us to provide you with a two week review period and provide you with a comprehensive set of comments to ensure the success of your project.

Once we have the opportunity to review your submission we will provide you with a comprehensive list of comments or an approval. If a resubmission is necessary we will verify that all of the previously submitted comments were addressed and hopefully be able to issue your proper permits at that time.

Please email or call us at any time with questions or concerns.

Development Services

<http://cityofbrenham.org/development/>

979-337-7220

Allen Jacobs  
Building Official

[ajacobs@cityofbrenham.org](mailto:ajacobs@cityofbrenham.org)

979-337-7211

Kim Hodde  
Planning Technician

[khodde@cityofbrenham.org](mailto:khodde@cityofbrenham.org)

979-337-7212

Erik Smith

Development Services Manager

[esmith@cityofbrenham.org](mailto:esmith@cityofbrenham.org)

979-337-7269

David Doelitsch  
Code Enforcement Officer

[ddoelitsch@cityofbrenham.org](mailto:ddoelitsch@cityofbrenham.org)

979-337-7216

Sarah Hill  
Administrative Assistant

[shill@cityofbrenham.org](mailto:shill@cityofbrenham.org)

979-337-7220



## DO I NEED A PERMIT?

### Construction work requiring permits in the City of Brenham:

- New homes or structures
- Foundations
- Decks
- Storage/Accessory buildings
- Additions
- Interior remodeling
- Exterior remodeling
- Carports
- Garage enclosures
- Renovations
- Manufactured homes
- Prefabricated structures
- Temporary buildings
- Demolitions
- Driveways/sidewalks
- Water heater replacements
- Insulation
- Swimming pools
- Retaining walls
- Sprinkler irrigation systems
- Mechanical/HVAC systems
- Electrical systems
- Plumbing systems

### Work not requiring permits:

- Painting
- Wall papering
- Carpeting
- Flooring
- Cabinets
- Counter tops

### Why do I need a permit?

Obtaining building permits allows legal permission to start construction and allows for the enforcement of codes which have been adopted as law by the city. No matter what the specific job may be, the enforcement of our codes is carried out to protect the public health, safety, and welfare of the citizens of Brenham. In addition, obtaining permits ensures oversight and protects the investment you have in your home or business.

An application should be made and a permit obtained prior to the start of any construction. Although this list is as comprehensive as possible, it is not intended, and should not be considered to be all inclusive. If you have a question as to whether or not a permit is required, please call the Development Services Department at 979-337-7220 or visit [www.cityofbrenham.org](http://www.cityofbrenham.org) for more information.





For office use only

APPLICATION NO. \_\_\_\_\_

MEETING DATE: \_\_\_\_\_

DATE SUBMITTED: \_\_\_\_\_

**CITY OF BRENHAM**  
**GENERAL APPLICATION**

**Type of Application**

- |   |  |
|---|--|
| <input type="checkbox"/> Variance from Appendix A: Zoning | <input type="checkbox"/> Zone Change                     |
| <input type="checkbox"/> Specific Use Permit              | <input type="checkbox"/> Plan Review                     |
| <input type="checkbox"/> Preliminary Plat                 | <input type="checkbox"/> Final Plat/Replat/Amending Plat |
| <input type="checkbox"/> Variance from Chapter 21: Signs  | <input type="checkbox"/> Other: _____                    |

**Property Owners Information**

Name \_\_\_\_\_

Principal Officers (If Corporation) President \_\_\_\_\_

Secretary \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_ E-mail Address \_\_\_\_\_

**Applicant Information**

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_ E-mail Address \_\_\_\_\_

**Agent or Engineer Information**

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_ E-mail Address \_\_\_\_\_

**Location of Property**

Street Address: \_\_\_\_\_

Legal Description (attach metes and bounds description if not subdivided):

Subdivision: \_\_\_\_\_ Block(s): \_\_\_\_\_ Lot(s): \_\_\_\_\_

**Zoning Information**

Existing Zoning : \_\_\_\_\_

Proposed Zoning: \_\_\_\_\_

Reasons for requesting zone change:\* \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Variance Information**

Section of Code from which variance is described:\* \_\_\_\_\_

Describe variance requested:\* \_\_\_\_\_

Reasons for requesting variance:\* \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Proposed Property Use**

Describe in detail the proposed operation at this location:\*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Construction Value** \$ \_\_\_\_\_

***Site plans are required for variance, special use, and plan review requests; please see Ordinance No. 0-05-007 for minimum site plan requirements.***

I, \_\_\_\_\_, being the owner (or authorized agent) of the above described property, do hereby certify the information set forth above is true and correct. I further request that the Planning & Zoning Commission/Board of Adjustments/Plan Review Committee review this matter and take appropriate action.

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Agent

\*use attachment, if necessary

# PERMITTING INFORMATION

## ORDINANCE NO. 0-05-007 REQUIRES THE FOLLOWING:

- An application for a building permit shall be accompanied by a site plan and floor plan for all one- and two-family dwellings, commercial building and apartments five thousand (5,000) square feet or less. Large commercial and apartment buildings over five thousand (5,000) square feet, will require a full set of plans, including plumbing, electrical, mechanical, structural, final topography, MEP site plans, and all architectural and engineering seals. Utility requirements should be noted on all plans.
- Site plans must show:
  - (1). Plan drawn to scale of not smaller than one inch = 50' and labeled.
  - (2). Plan must show dimensions of all property lines.
  - (3). All existing and proposed structures must be shown with building dimensions and distances from property lines.
  - (4). Access must be shown with dimensions, shape, and location.
  - (5). All recorded public easements shall be shown and property dimensioned
  - (6). Location and width of curbs, draining ditches, sidewalks, and right-of-ways.
  - (7). Parking areas must be carefully shown dimensioned.
  - (8). Proposed finished floor elevation and top of curb elevations shall be noted. The floor plans shall include the proposed utility requirements for the structure. Plan review will be completed within ten (10) working days after submission of plans on most applications. Larger projects may take longer. After review, individual permits will be issued for building, electrical, mechanical, plumbing, fire system, and irrigation phases. Each individual permits will be issued for building electrical, mechanical, plumbing, fire system, and irrigation phases. Each individual contractor shall be responsible for inspection of his work. All plumbing, mechanical, fire system and irrigation contractors must show appropriate state license and proof of insurance. All electrical contractors shall have a current state license and all employees must have property journeyman or apprentice license on job. All extensions, taps, permit fees or deposits shall be paid at the time the permit is issued.
- Prior to construction, the contractor or owner shall verify with the city all utility locations and depths. The contractor shall be responsible for placing a string line on a minimum of two (2) property lines, the front and one side. The building inspector may request string lines on additional property lines. These string lines shall be in place at the time of the foundation inspection.
- All alterations to building layout, electrical, mechanical, plumbing and structural must have amended drawings and city approval prior to construction.
- The property owner is responsible for location of property lines and underground utilities. Fences shall not obstruct drainage or redirect drainage on adjacent property. Any fence along or across an easement may be removed by utility personnel. The city is not required to reconstruct any fences inside of utility easements.
- All retainer wall construction requires written approval of the city prior to construction. All cut and/or fill on an improved property requires written city approval prior to work.
- A certificate of occupancy will be issued at the completion of all new construction by the city building department. Permanent service will be connected upon issuance of the certificate of occupancy. No occupancy of the building will be allowed prior to the issuance of the certificate of occupancy. No exceptions will be made without written consent of the city building official.



# BUILDING PERMIT APPLICATION

JOB ADDRESS				OWNER	JOB ADDRESS		
LEGAL DESCR.	LOT NO.	BLK	TRACT				
OWNER			MAIL ADDRESS				
CONTRACTOR							
MAIL ADDRESS		PHONE					
ENGINEER/ARCHITECT							
MAIL ADDRESS							
USE OF BUILDING							
CLASS OF WORK: <input type="checkbox"/> NEW <input type="checkbox"/> ADDITION <input type="checkbox"/> REPAIR <input type="checkbox"/> MOVE <input type="checkbox"/> REMOVE							
DESCRIBE WORK:							
SQ. FT.		FEE FOR ISSUING EACH PERMIT: <b>\$25.00</b>		TOTAL FEE:			
VALUATION OF WORK: \$		PLAN CHECK FEE		PERMIT FEE:			
SPECIAL CONDITIONS:		TYPE OF CONST.		OCCUPANCY GROUP			
				DIVISION			
		SIZE OF BLDG. (TOTAL) SQ FT.		NO OF STORIES			
				MAX OCC. LOAD			
APPLICATION ACCEPTED BY		PLANS CHECKED BY:		APPROVED FOR ISSUANCE BY:			
				FIRE ZONE			
				USE ZONE			
				FIRE SPRINKLERS REQUIRED? <input type="checkbox"/> YES <input type="checkbox"/> NO			
<p style="text-align: center;"><b>NOTICE</b></p> <p>SEPARATE PERMITS ARE REQUIRED FOR ELECTRICAL, PLUMBING, HEATING, VENTILATING, OR AIR CONDITIONING. THIS PERMIT BECOMES NULL AND VOID IF WORK OR CONSTRUCTION AUTHORIZED IS NOT COMMENCED WITHIN 180 DAYS, OR IF CONSTRUCTION OR WORK IS SUSPENDED OR ABANDONED FOR A PERIOD OF 180 DAYS AT ANY TIME AFTER WORK IS COMMENCED. I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. THE GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OR CONSTRUCTION.</p>		NO. OF DWELLING UNITS		OFFSTREET PARKING SPACES			
				COVERED:		UNCOVERED:	
		Special approvals		Required		Received	
		ZONING				Not Required	
		HEALTH DEPT.					
		FIRE DEPT.					
		SOIL REPORT					
		OTHER (Specify)					
				NOTES:			
SIGNATURE OF CONTRACTOR OR AUTHORIZED AGENT		DATE					
SIGNATURE OF OWNER (IF OWNER BUILDER)		DATE					

APPLICATION FOR CENTRAL HEATING AND/OR AIR CONDITIONING PERMIT  
CITY OF BRENHAM

Permit # \_\_\_\_\_

DATE \_\_\_\_\_

Owner \_\_\_\_\_

Phone No. \_\_\_\_\_

Address \_\_\_\_\_

Mechanical Contractor \_\_\_\_\_

Phone No. \_\_\_\_\_

HEATING ONLY.....	\$25.00
(Per 100,000 BTU or part thereof)	
AIR CONDITIONING.....	\$25.00
(Plus \$2.00 per ton or part thereof)	+ \$ _____
VENTILATING SYSTEM (2,000 cfm & over).....	\$25.00
REINSPECTION FEE.....	\$25.00
COMMERCIAL FEE BASED ON CONSTRUCTION VALUE.....	\$ _____
FEE FOR ISSUING EACH PERMIT.....	\$25.00
	TOTAL: \$ _____

**\*Commercial fees based on building permit fee schedule.**

ESTIMATED COST \_\_\_\_\_

BRAND NAME OF UNIT \_\_\_\_\_

CAPACITY OF HEATING (In BTUs) \_\_\_\_\_

CAPACITY OF COOLING (In TONS) \_\_\_\_\_

LOCATION: ATTIC  CLOSET  GARAGE  OUTSIDE

NEW INSTALLATION  CHANGEOUT  (check one)

Electrical circuit to be run by: \_\_\_\_\_  
(Electrical Contractor)

HVAC license # \_\_\_\_\_

\_\_\_\_\_  
Signature of HVAC Contractor

APPLICATION FOR CENTRAL HEATING AND/OR AIR CONDITIONING PERMIT  
CITY OF BRENHAM

Permit # \_\_\_\_\_

DATE \_\_\_\_\_

All permits issued after December 31, 2014 shall be subject to compliance with the 2012 International Mechanical Code with the following local amendment:

A. Attics containing appliances shall be provided with an opening and unobstructed passageway large enough to allow removal of the largest appliance. The passageway shall not be less than 30 inches (762 mm) high and 22 inches (559 mm) wide and not more than 20 feet (6096 mm) in length measured along the centerline of the passageway from the opening to the appliance. The passageway shall have continuous solid flooring not less than 24 inches (610 mm) wide. A level service space not less than 30 inches (762 mm) deep and 30 inches (762 mm) wide shall be present at the front or service side of the appliance. The clear access opening dimensions shall be a minimum of 20 inches by 30 inches (508 mm by 762 mm), and large enough to allow removal of the largest appliance. There must be a permanently-installed stairway, either fixed or folding, to serve attic space where appliances or equipment are located. The opening must be at least 25.5" x 54", and any folding staircase must be rated for at least 350 pounds capacity and at least 20 minutes fire resistance and large enough to remove the largest appliance installed there in.

Exceptions:

1. The passageway and level service space are not required where the appliance is capable of being serviced and removed through the required opening.
2. Where the passageway is unobstructed and not less than 6 feet (1829 mm) high and 22 inches (559 mm) wide for its entire length, the passageway shall be not greater than 50 feet (15 250 mm) in length.

Chapter 6 of the City of Brenham Code of Ordinances can be read, in its entirety, on the City of Brenham's website: [www.cityofbrenham.org](http://www.cityofbrenham.org).

Acknowledgment:

HVAC license # \_\_\_\_\_

\_\_\_\_\_  
Signature of HVAC Contractor

APPLICATION FOR ELECTRICAL WIRING PERMIT  
CITY OF BRENHAM

Permit # \_\_\_\_\_

DATE \_\_\_\_\_

Owner \_\_\_\_\_

Phone No. \_\_\_\_\_

Address \_\_\_\_\_

Electrical Contractor's Firm \_\_\_\_\_

Phone No. \_\_\_\_\_

The undersigned hereby applies for permit to wire a \_\_\_\_\_ story.

Brick  Masonry  Frame building

Class of work: Residential  Industrial  Commercial  Other

NO.	DESCRIPTION	FEE	TOTAL
	Meter Loop & Service (includes 4 outlets)	\$5.00	
	RECONNECT	\$15.00	
	Openings over 4 (each)	\$0.50	
	Fixtures	\$1.00	
	MOTORS: Less than 50 HP	\$5.00	
	50 HP and greater	\$10.00	
	Temporary sawpole	\$15.00	
	Re-inspection fee	\$25.00	

NO.	DESCRIPTION	FEE	TOTAL
	Electric dryer	\$5.00	
	Range outlet	\$5.00	
	Range table top	\$5.00	
	Range oven	\$5.00	
	Garbage disposal	\$5.00	
	Dishwasher	\$5.00	
	Window A/C receptacle	\$5.00	
	Electric water heater	\$5.00	
	KW-0 to 5 per KW	\$0.60	
	over 5 KW add per KW	\$0.15	
	Sign: per ballast	\$3.00	
	per transformer	\$5.00	
	Value: (for projects over \$1000 in value) \$ _____		
	Permit fee	\$25.00	\$25.00
	TOTAL FEE		\$ _____

**\*Commercial fees based on building permit fee schedule.**

Electrical materials used will be of the "approved" type and electrical work shall be installed in accordance with the City Ordinances regulating electrical construction in the City of Brenham.

No Alterations or additions shall be made in the electrical system without written permission from this office.

Contractor's license # \_\_\_\_\_

Master Electrician's license# \_\_\_\_\_

\_\_\_\_\_  
Signature of Master Electrician

APPLICATION FOR PLUMBING AND GAS PERMIT  
CITY OF BRENHAM

Permit # \_\_\_\_\_

DATE \_\_\_\_\_

Owner \_\_\_\_\_

Phone No. \_\_\_\_\_

Address \_\_\_\_\_

Plumbing Contractor \_\_\_\_\_

Phone No. \_\_\_\_\_

Class of work: Residential  Industrial  Commercial  Other

NO.	DESCRIPTION	FEE	TOTAL
	Fixtures (each)	\$2.00	
	Connect to existing house sewer	\$5.00	
	House sewer replacement (or new line)	\$10.00	
	House sewer partial replacement (not a complete house line)	\$10.00	
	Water service line	\$5.00	
	Water heater and/or vent	\$5.00	
	T & P Valve	\$5.00	
	Water treatment equipment	\$5.00	
	Grease trap installation	\$10.00	
	Swimming pool water supply line	\$5.00	
	Lawn sprinkler system	\$10.00	
	Storm water drainage system	\$10.00	
	Connect downspouts	\$0.50	
	Connect to storm drain system	\$5.00	
	SEE PUBLIC UTILITIES FOR:	-----	-----
	Tank fees	-----	-----
	Wye and tap fees	-----	-----

NO.	DESCRIPTION	FEE	TOTAL
	Gas piping system (1-5)	\$7.50	
	Additional outlets (each)	\$0.50	
	Incinerators (gas-fired)	\$20.00	
	Gas meter relocation	\$10.00	
	Fire protection systems:		
	Sprinkler system (each floor)	\$35.00	
	Standpipe system:		
	1-25 hose connections	\$25.00	
	Each additional hose connections	\$0.50	
	Re-inspection	\$25.00	
	Permit fee	\$25.00	\$25.00
	Commercial jobs based on valuation _____		\$
	TOTAL FEE		\$

The undersigned, in compliance with the Plumbing Ordinances and Codes of the City of Brenham hereby applies for a permit to perform the described work:

Master Plumber's License No. \_\_\_\_\_

Signature of Master Plumber \_\_\_\_\_



**Development Services  
Department**  
200 W. Vulcan  
Brenham, TX 77833

Contact Us:  
979-337-7220  
cityofbrenham.org

**COMMERCIAL PLAN REVIEW/PERMIT CHECKLIST**

- \_\_\_ I have completed the City of Brenham General Application for Plan Review.
- \_\_\_ Texas Accessibility Standard (TAS) Project Registration Number EABPR \_\_\_\_\_  
(For Commercial/Public Projects with a cost of \$50,000 or more)
- \_\_\_ Existing Commercial/Public buildings: Attach copy of Asbestos Survey. TDH Inspectors Name and License No.  
\_\_\_\_\_
- \_\_\_ I have complied with the City of Brenham Ordinances and State Law for Architect and Engineers requirements.
- \_\_\_ I have complied with the Texas Engineering Practice Act which requires (but not limited to) the following: and an Engineer’s seal for heights over two stores, square footage in excess of 5,000 square feet of foundation, spans longer than 24 feet, and state requirements for engineering structural, mechanical, electrical, and plumbing systems.
- \_\_\_ I understand that all commercial projects require separate review by the City of Brenham Plan Review Committee before a building permit can be issued.
- \_\_\_ I have attached (or emailed to [Khodde@cityofbrenham.org](mailto:Khodde@cityofbrenham.org)) electronic drawings file of all construction drawings and accompanying data to this application.
- \_\_\_ I have attached two (2) complete sets of required scaled and dimensioned plans and accompanying data (requirements listed below) to this permit application. (Requirements are for new and existing buildings – please include existing floor plans(s) for additions and renovations.
- \_\_\_ I have read and have attached to this permit application all of the Commercial Plan Requirements listed below.
- \_\_\_ I will comply with TCEQ (Texas Commission on Environmental Quality) requirements for storm water permits. This includes submitting NOI/CSN per SWP3. Refer to <http://tceq.state.tx.us/> or call 512-239-1000

**COMMERCIAL PLAN REQUIREMENTS (2 paper copies + 1 digital):**

- Site plan or Civil plan and details
- Form survey prior to foundation inspection
- Foundation plan and details
- Structural plans and detail (framing, etc.)
- Mechanical plan and details
- Electrical plan and details
- Plumbing plan and details
- Exterior building elevations, roof plan
- Energy code compliance information, Comcheck or compliance by default tables of Chapter 8 (Commercial) of International Energy Conservation Code. Include square footages of gross wall areas and gross glazing areas on plans. [www.energycodes.gov](http://www.energycodes.gov)

Note: Please allow two full weeks for plan review and initial comments.

**CALL 811 BEFORE YOU DIG! Free service**

All applicants – please read:

1. Building permits become null and void if work or construction authorized by the permit is not commenced within six months of if construction work is suspended or abandoned for a period of one year at any time after work is commenced.
2. Revised construction plans to be submitted for city review and approval is required for any changes made after City of Brenham building permit issuance.
3. The Permittee or Applicant is responsible for compliance with Deed and/or HOA restrictions and the City of Brenham is not responsible for enforcement of Deed and/or HOA restrictions.

Applicant Printed Name: \_\_\_\_\_ Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**Development Services  
Department**  
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Brenham, TX 77833

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### RESIDENTIAL PLAN REVIEW/PERMIT CHECKLIST

- \_\_\_\_\_ Residential site plan requires submission of the City of Brenham Building Permit Application.
- \_\_\_\_\_ I have attached two (2) complete sets of required scaled and dimensioned plans and accompanying data (requirements listed below) to this permit application. (Requirements are for new and existing buildings – please include existing floor plans(s) for additions and renovations.
- \_\_\_\_\_ I have read and have attached to this permit application all of the Residential Plan Requirements listed below.
- \_\_\_\_\_ I will comply with TCEQ (Texas Commission on Environmental Quality) requirements for storm water permits. This includes submitting NOI/CSN per SWP3. Refer to <http://tceq.state.tx.us/> or call 512-239-1000

**RESIDENTIAL PLAN REQUIREMENTS (2 paper copies):**

- Site plan
- Form survey prior to foundation inspection
- Foundation plan and details
- Floor plan and details
- Structural plan and details (framing, etc.)
- Narrow wall bracing and exterior sheathing notes
- Mechanical (HVAC) location of units noted
- Electrical switch and outlet plan
- Plumbing fixture locations noted
- Exterior building elevations, roof plan
- Energy code compliance information, Rescheck, or compliance by default tables of Chapter 5 (Residential) of International Energy Conservation Code. Include square footages of gross wall areas and gross glazing areas on plans. [www.energycodes.gov](http://www.energycodes.gov)
- Copy of NOI/CSN (Notice of Intent) for new home construction

Note: Please allow two full weeks for plan review and initial comments

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All applicants – please read:

1. Building permits become null and void if work or construction authorized by the permit is not commenced within six months of if construction work is suspended or abandoned for a period of one year at any time after work is commenced.
2. Revised construction plans to be submitted for city review and approval is required for any changes made after City of Brenham building permit issuance.
3. The Permittee or Applicant is responsible for compliance with Deed and/or HOA restrictions and the City of Brenham is not responsible for enforcement of Deed and/or HOA restrictions.

Applicant Printed Name: \_\_\_\_\_ Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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**Building Permit Fees**

Permit Issuing Fee \$25.00

Residential – New Construction .30¢ per square foot

Accessory Buildings – Value of Project according to commercial schedule

Commercial - (Building, Commercial Electrical, Plumbing, & Mechanical) –

Total Valuation:	Fee
Up to \$2,000.00	\$10.00 per thousand or fraction thereof.
\$2,001 to \$15,000.00	\$20.00 for the first \$2,000.00 plus \$3.00 for each additional thousand or fraction thereof, to and including \$15,000.00.
\$15,001.00 to \$50,000.00	\$60.00 for the first \$15,000.00 plus \$2.50 for each additional thousand or fraction thereof, to and including \$50,000.00.
\$50,001.00 to \$100,000.00	\$175.00 for the first \$50,000.00 plus \$2.00 for each additional thousand or fraction thereof, to and including \$100,000.00.
\$100,001.00 to \$500,000.00	\$300.00 for the first \$100,000.00 plus \$1.25 for each additional thousand or fraction thereof, to and including \$500,000.00.
\$500,001.00 and up	\$950.00 for the first \$500,000.00 plus \$.75 for each additional thousand or fraction thereof.

**Electric Fees**

Permit fee	\$25.00
Re-inspection fee	\$25.00
Meter Loop & Service	\$5.00
Reconnect	\$15.00
Openings over 4 (each)	\$0.50
Fixtures	\$1.00
Motors:	
Less than 50 HP	\$5.00
50 HP and greater	\$10.00
Temporary sawpole	\$15.00
Electric dryer	\$5.00
Range outlet	\$5.00
Range table top	\$5.00
Range oven	\$5.00
Garbage disposal	\$5.00
Dishwasher	\$5.00
Window A/C receptacle	\$5.00
Electric water heater	\$5.00
KW 0-5 per KW	\$0.60
Over 5 KW add per KW	\$0.15
Sign: per ballast	\$3.00
per transformer	\$5.00
Value: (for projects over \$1000 in value)	see building permit fee schedule

**Plumbing Fees**

Permit fee	\$25.00
Re-inspection fee	\$25.00
Fixtures (each)	\$2.00
Connect to existing house sewer	\$5.00
House sewer replacement or new line	\$10.00
House sewer partial replacement (Not a complete house line)	\$10.00
Water service line	\$5.00
Water heater and/or vent T & P Valve	\$5.00
Water treatment equipment	\$5.00
Grease trap installation	\$10.00
Swimming pool water supply line	\$5.00
Lawn sprinkler system	\$10.00
Storm water drainage system	\$10.00
Connect downspouts	\$0.50
Connect to storm drain system	\$5.00
See Public Utilities for:	
Tank fees	
Wye and tap fees	
Gas piping system (1-5)	\$7.50
Additional outlets (each)	\$0.50
Incinerators (gas-fired)	\$20.00
Gas meter relocation	\$10.00
Fire protection systems:	
Sprinkler system (each floor)	\$35.00
Standpipe system:	
1-25 hose connections	\$25.00
Each additional hose connections	\$0.50
Other (Based on value)	see building permit fee schedule

**Mechanical Fees**

Permit Fee	\$25.00
Re-inspection fee	\$25.00
Heating only	\$25.00 Per 100,000 BTU or part thereof
Air Conditioning	\$25.00 plus \$2.00 per ton or part thereof
Ventilating system (2,000 cfm & over)	\$25.00
Commercial fees based on building permit fee schedule	

**Re-Inspection Fee**

Building Official/Inspector Re-inspection fee	\$25.00
(Related to any failed inspection for any permits issued by Development Services)	

**Planning Fees**

Zone Change/Specific Use	\$100.00
Variance from Sign Ordinance	\$50.00
Variance from Subdivision Ordinance	\$100.00
Variance from Zoning Ordinance	\$100.00
Special Exception from Zoning Ordinance	\$50.00
Preliminary Plat , Master Plan	\$50.00
Final Plat, Replat, Minor Plat, Amending Plat	\$150.00

## **Health & Fire Inspections**

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### **Health Inspection Fees**

Fixed Food Establishment Permit	\$100.00 (\$25.00 for Bed and Breakfast)
Mobile Food Establishment Permit	\$50.00
Temporary Food Establishment Permit	\$25.00
Re-inspection	\$25.00
Application Late Fee	\$25.00 (\$50.00 if the permit is required within 7 calendar days)
Child Care Inspection	\$25.00

### **Fire Department Inspection Fees**

	Initial Inspection	Re-inspection
Residential, existing, upon request	No charge	N/A
Foster or Adoptive Care Home	No charge	No charge
Daycare Facility	\$25.00	\$25.00
Health Care (Hospital, clinic, nursing home)	\$150.00	\$50.00
Sprinkler/standpipe	\$200.00	\$50.00
Fire Alarm Systems	\$100.00	\$50.00
Underground Fire Line	\$100.00	\$50.00
Kitchen Vent Hood Systems	\$100.00	\$50.00
Special Permit Yearly Inspection	\$50.00	\$50.00
General Fire Code Enforcement Inspections	No charge	No charge

Fire Department Inspection Fees are in addition to applicable building permit fees and includes necessary plan reviews.

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## ZONING VERIFICATION FORM

**APPLICANT TO COMPLETE (Please print)**

Name of Applicant \_\_\_\_\_

Trade Name of Business \_\_\_\_\_

Address of Business \_\_\_\_\_

City \_\_\_\_\_ County \_\_\_\_\_

Phone # \_\_\_\_\_

Email Address \_\_\_\_\_

Existing use \_\_\_\_\_

Proposed use description based on zoning ordinance classification (Appendix – A Code of Ordinance):

\_\_\_\_\_  
\_\_\_\_\_

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**ZONING OFFICIAL TO COMPLETE**

**Zoning:**

Business is located in (Zoning District) \_\_\_\_\_

Zoning Classification \_\_\_\_\_

Zoning Official's Name (printed) \_\_\_\_\_

Signature \_\_\_\_\_

Phone # \_\_\_\_\_

Date of Inspection \_\_\_\_\_

**Business is in:**       Compliance       Non-compliance\*       Not Applicable

**Reason for Non-compliance (if applicable)** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_



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### **Building Department: Residential and Commercial use Building Permits**

Q: Where is the City of Brenham Development Services Department located and what are the hours of operation?

A: Brenham City Hall is located at 200 W. Vulcan, Brenham, TX 77833.

The City of Brenham Development Services Department's normal business hours are Monday through Friday 8:00 a.m. – 5:00 p.m.

Q: When is a permit required?

A: A permit is required when there is new construction to a building, remodeling or enlargement to a building as well as some repair work or alterations to an existing structure. Projects that are considered cosmetic such as new wallpaper, carpet, paint, cabinets or trim work does not require a permit. For any further information regarding when a permit is required, please contact the City of Brenham Development Services Department concerning your specific project.

Q: How long does the review process take on residential and commercial projects?

A: The City of Brenham Development Service Department's goal on the review all plans within a ten (10) business day period.

Q: What is the cost of a permit?

A: The cost of each permit will vary according to the type of permit. Please refer to the City of Brenham Permit Fee Schedule for further information.

Q: What forms of payment are accepted?

A: The City of Brenham accepts Visa, Mastercard and Discover Card, cash and checks for payment on all building projects.

Q: What is a Certificate of Occupancy (C.O.)

A: A Certificate of Occupancy or C.O. is required for all buildings or structures that are occupied or used. A Certificate of Occupancy or C.O. provides documentation that all required inspections were completed and the space is now available to be occupied. When a tenant leases a new space a C.O. shall be required.

Q: Is a permit required to occupy or use a lease space?

A: Yes. A Certificate of Occupancy is required and must be applied for through the City of Brenham Development Services Department.

Q: Can a portion of the building or structure be occupied prior to the completion of the entire building or structure?

A: A partial or condition Certificate of Occupancy can be issued by the City of Brenham Building Inspector under certain conditions.

Q: When can utilities be turned on?

A: Utilities for construction purposed may be released after permits are issued and installations are inspected by the City of Brenham Building Inspector.

Q: What construction can occur on property before issuance of a building permit, and when can dirt work begin on a permit?

A: Permits are not required for site grading.

Q: Can an application be made for a building permit while the site is being platted or zoning is pending?

A: Yes. However, the building permit will not be issued until all platting and zoning issues are approved.

### **Planning and Development: Land use and Local Ordinances**

Q: Where can a plat be obtained for an existing platted property?

A: A plat can be obtained by contacting the City of Brenham Development Services Department at 979-337-7220 or Washington County Clerk's office at 979-277-6200.

Q: Where can information be found on what uses are allowed on a particular property?

A: You can locate the City's Zoning Map and Comprehensive Plan on the City website at [www.cityofbrenham.org](http://www.cityofbrenham.org). Also, please refer to Appendix – A of the City code of ordinance which can also be located on the City's website.

Q: How is a zoning change or a special use permit obtained on a parcel of land?

A: Apply for a zoning amendment through the Development Services Department at 979-337-7220. Applications can also be located at [www.cityofbrenham.org](http://www.cityofbrenham.org).

Q: How are right-of-way dedication widths determined?

A: Right-of Way widths are established by the Design Standards. You can receive a copy by contacting the Development Services Department at 979-337-7220 or by visiting [www.cityofbrenham.org](http://www.cityofbrenham.org).

Q: When is right-of-way required to be dedicated?

A: At the time of platting in accordance with the Design Standards.

Q: How is a variance from the Zoning Ordinance obtained?

A: The Board of Adjustments must hold a Public Hearing. Contact the Development Services Department to request an application or visit [www.cityofbrenham.org](http://www.cityofbrenham.org) for all of the information.

Q: Can a variance or waiver be obtained to the Subdivision Ordinance?

A: If an applicant files an application for a variance for an item from the Subdivision Ordinance they will be required to go through the public hearing process. Ultimately, the Planning and Zoning Commission will make a recommendation to City Council followed by City Council making and determination.

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## PRELIMINARY PLAT, FINAL PLAT, AMENDING PLAT, REPLAT, & MINOR PLAT SUBMITTAL CHECKLIST

**APPLICANT TO COMPLETE:**

Initials		Staff Initials
	Cover letter addressed to Planning and Zoning Commission explaining what is being requested and the reason(s)	
	Completed General Application	
	Tax Receipt showing all taxes due (preliminary plat excluded)	
	Title report within 30 days of submission (preliminary plat excluded)	
	Two (2) paper copies of Plat for review and comments	
	One (1) digital copy of Plat for review and comments	
	The appropriate Planning Fees have been paid	
	Any other pertinent information/documentation that the applicant feels would substantiate the request	
	After final approval, (5) paper copies and (2) mylar will need to be provided for the appropriate signatures then taken by the Applicant to be recorded at the Washington County Courthouse	
	(1) recorded paper copy and (1) recorded mylar will be need to be returned to the City of Brenham	

Date: \_\_\_\_\_

Location Address: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_



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## SPECIAL EXCEPTION SUBMITTAL CHECKLIST

**APPLICANT TO COMPLETE:**

Initials		Staff Initials
	Cover letter addressed to Board of Adjustments explaining what is being requested and the reason(s)	
	Completed General Application	
	The appropriate Planning Fees have been paid	
	Site plan showing: (1) all existing and proposed structures, the distances between each, and the distances to all property lines (2) easements, if applicable	
	Photographs, letters from neighbors or any other pertinent information/documentation that the applicant feels would substantiate the request	

Date: \_\_\_\_\_

Location Address: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_



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## VARIANCE SUBMITTAL CHECKLIST

**APPLICANT TO COMPLETE:**

Initials		Staff Initials
	<p>Cover letter addressed to Board of Adjustments explaining what is being requested and the reason(s) why the applicant is requesting a variance. Variance requires applicant to meet the following requirements (Include how this is in cover letter):</p> <p>(1) Such modifications are necessary to accommodate appropriate development of a particular parcel of land that is restricted by attributes inherent in the land such as area, shape or slope to the extent that it cannot otherwise be appropriately developed.</p> <p>(2) The granting of the variance will not be materially detrimental or injurious to other property or improvements in the neighborhood in which the subject property is located, nor impair an adequate supply of light or air to adjacent property, nor substantially increase the congestion in the public streets, nor increase the danger of fire, or in any way endanger the public health, safety and well-being of the neighborhood in which the subject property is located.</p> <p>(3) The literal enforcement of the ordinance would work on unnecessary hardship.</p> <p>(4) The piece of property is unique and contains properties or attributes not common to other similarly situated properties.</p> <p>(5) The need for the variance was not created by the applicant.</p> <p>(6) The hardship to be suffered through the literal enforcement of the ordinance would not be financial alone.</p> <p>(7) The granting of the variance would not be injurious to the public health, safety and welfare or defeat the intent of the philosophy contained in the zoning ordinance.</p>	
	Completed General Application	
	The appropriate Planning Fees have been paid	
	Site plan showing: (1) all existing and proposed structures, the distances between each, and the distances to all property lines (2) easements, if applicable	
	Photographs, letters from neighbors or any other pertinent information/documentation that the applicant feels would substantiate the request	

Date: \_\_\_\_\_

Location Address: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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## SPECIFIC USE PERMIT, ZONE CHANGE SUBMITTAL CHECKLIST

**APPLICANT TO COMPLETE:**

Initials		Staff Initials
	Cover letter addressed to Planning and Zoning Commission explaining what is being requested and the reason(s)	
	Completed general application	
	The appropriate planning fees have been paid	
	Site plan showing location of the property	
	<p>(1) A sign at least four (4) square feet in front surface area shall posted on site.</p> <p>(2) Sign shall state:</p> <ul style="list-style-type: none"> <li>- zoning change as requested for this property, the</li> <li>- date and location of the public hearing, and shall provide a</li> <li>- telephone number of the office of the city secretary for the City of Brenham.</li> <li>- written large enough for easy viewing from passing motor vehicles.</li> </ul> <p>(3) Said sign shall be placed on the subject property in a place that is visible from the most heavily used public street abutting the property and the sign shall be in place at least fifteen (15) days prior to any public hearing on the zoning case for that property.</p> <p>(4) An affidavit of posting shall be filed with the city secretary by the responsible party.</p>	
	Photographs, letters from neighbors or any other pertinent information/documentation that the applicant feels would substantiate the request	

Date: \_\_\_\_\_

Location Address: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_



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### **Code Enforcement FAQs**

**Q: How do I report a code violation?**

**A:** You can report a code violation by calling 979-337-7216 or submitting a complaint online at [www.cityofbrenham.org](http://www.cityofbrenham.org)

**Q: What are the more common violations reported?**

- A:**
- High grass/weeds
  - Junked motor vehicles
  - Junk, garbage, or litter on private property
  - Dilapidated fences
  - Garage sale sign violations

**Q: Do I have to identify myself when reporting a violation?**

**A:** No; however, Code Enforcement would like to follow-up or answer any further questions you may have. Your name will remain anonymous.

**Q: How long does it take for a code violation to be resolved?**

**A:** Frequently, code violators refuse to comply within the time frame required. When this happens, additional time may be granted (depending on the severity of the violation), a complaint may be filed in Municipal Court, or a citation may be issued daily until the violation is corrected.

**Q: How high can grass/weeds be before it becomes a violation?**

**A:** 12 inches

**Q: What is a junked motor vehicle?**

**A:** A motor vehicle that is self-propelled, and is wrecked/dismantled OR inoperable for more than 30 consecutive days on private property, AND displays an expired license plate or does not display a license plate.

**Q: What are the regulations for putting up garage sale signs?**

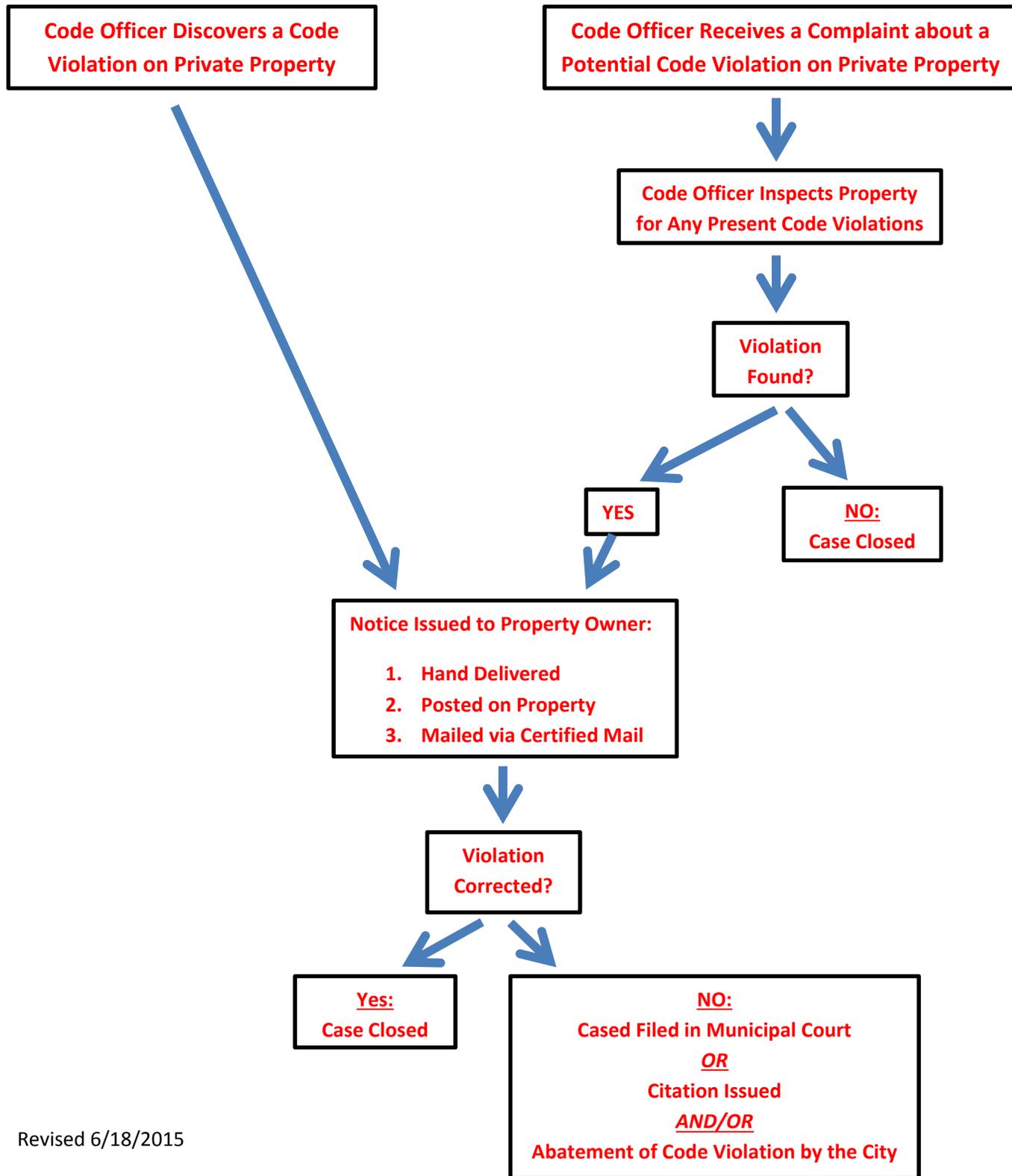
**A:** No sign shall be placed on or attached to a street sign or utility pole. Staked signs may be placed in the ground; however, they shall be picked up as soon as the garage sale is over.

**Q: Can I park/store my RV or trailer in my yard?**

**A:** Yes, but it must be parked/stored behind the front building line of your residence.



**General Code Violation Process**





### Health Inspection FAQs

**Q: What do I need to do to open a restaurant?**

**A:** You will need to contact the Health Inspector at 979-337-7216 and complete a Food Establishment Permit Application with the required fee. Your restaurant is required to pass an inspection prior to opening. The permit application can be obtained from the Development Services Department at City Hall or online at [www.cityofbrenham.org](http://www.cityofbrenham.org).

**Q: Do I need a permit to sell food at an event?**

**A:** Yes, you will need a Temporary Food Establishment Permit. The application for this permit can be obtained from the Development Services Department at City Hall or online at [www.cityofbrenham.org](http://www.cityofbrenham.org). The fee for this permit is \$25.

**Q: Do I need a permit to become a roadside/mobile food vendor?**

**A:** Yes, you will need a Mobile Food Establishment Permit. The application for this permit can be obtained from the Development Services Department at City Hall or online at [www.cityofbrenham.org](http://www.cityofbrenham.org). The fee for this permit is \$50 for a forty-five day period. The fee must be repaid every forty-five days. In addition to this permit, a Vendor Permit is required to be obtained from the City Secretary's office.

**Q: How do I file a complaint against a food establishment?**

**A:** You can file a complaint by calling 979-337-7216 or submitting a complaint online at [www.cityofbrenham.org](http://www.cityofbrenham.org).

**Q: What guidelines are used for food establishment inspections?**

**A:** The City of Brenham uses the Texas Food Establishment Rules (TFER).

**Q: What types of establishments are inspected by the City of Brenham?**

**A:** The City of Brenham inspects all food establishments, which include restaurants, schools, nursing homes, hospitals, and convenience stores. Daycare centers are also inspected for property safety and sanitation.

**Q: How often are food establishments inspected?**

**A:** The City of Brenham attempts to conduct routine inspections on each food establishment two times a year.

**Q: How do I find out how a particular restaurant scored?**

**A:** You may call the Health Inspector at 979-337-7216 to get recent inspection report scores. The City also post restaurant scores online on the Restaurant Report Card at [www.cityofbrenham.org](http://www.cityofbrenham.org).