



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

Contact Us:
979-337-7220
cityofbrenham.org

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. 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.

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.

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 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.