



Class "L2/A1/A2" Permits Application
City of Brownsville – Heritage Office
Office Number 548-6070 Fax Number 542-7803 -

Instructions: This form must be submitted to the Heritage Officer at 1150 E. Adams, Brownsville, Texas 78522-0911. Attach additional sheets as necessary. Please write clearly with blue or black ink.

Date: _____

A. Name, mailing address, & phone(s) of applicant:

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B. Address of proposed work:

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C. Legal description of site covered by this application:.....Block.....Lot(s).....
Subdivision.....

D. Site Status in Heritage Plan:.....

E. Name of Building's Owner:.....

F. Owner's phone number:.....

G. Name of Contractor:.....

H. Contractor's Telephone number:.....

I. Does the proposed work require a building permit:.....YesNo.....

J. Does the proposed work require a certificate of occupancyYesNo.....

(If yes, attach copy of permit and or certificate of occupancy to this application.)

K. Dated signature(s) of applicant & or agent:

{For office use: Case #: _____ - _____}



Class “L2/A1/A2” Permit Checklist

Date _____

Name _____

Address _____

- _____ 1. Application for certificate of occupancy.
- _____ 2. Certificate of Occupancy (if applicable)
- _____ 3. Building Permit Application
 - _____ A. Permit Fee Sheet
- _____ 4. Sign Permit Application
 - _____ A. Permit Fee Sheet
- _____ 5. Signed Transmittal Letter to the Heritage Officer from Building Permitting Department.
- _____ 6. Proof of Land Ownership
 - _____ A. Warranty Deed
 - _____ B. Deed of Trust
 - _____ C. Other Legal Document
- _____ 7. Lease
- _____ 8. Class L Application
- _____ 9. Written Authorization from property owner for any new development.
- _____ 10. Guideline; Linear feet of store frontage is equal to Square Feet of signage.
(Example: If store front is 20 ft. then 20 sq ft of signage is allowed.)
- _____ 11. Detail Drawings
 - _____ A. Site Plan & Details
 - _____ B. Foundation Plan & Details
 - _____ C. Floor Plan & Details
 - _____ D. Wall Construction Plan or Cross Section & Details
 - _____ F. Paint Color Chips of all exterior materials.
 - _____ G. Description of all exterior materials being used.
 - _____ H. Samples of all exterior material being used.
 - _____ I. Size of Sign
 - _____ J. Color of background and letters for sign.
 - _____ K. Location of sign.