



Permit Number \*For Internal use only

# CITY OF LAREDO

## BUILDING DEVELOPMENT SERVICES

1413 Houston St., Laredo, Texas, 78040 • Phone: 956.794.1625 • bldgpermits@ci.laredo.tx.us

### Building Permit Application

Project Location Address		1. Lot	Block	Subdivision	
2. Business Owner (Name to be displayed on the CO)		Mailing Address			Phone Number
3. Property Owner		Mailing Address			Phone Number
4. Applicant (If different from Property Owner)		Applicant Email			Phone Number
5. Engineer, Architect, or Designer		Mailing Address			Phone Number
6. Contractor		Mailing Address			Phone Number
7. Name of Business (Name to be displayed on CO)					
8. Class of Work (check appropriate box)		<input type="checkbox"/> New	<input type="checkbox"/> Addition/ Tenant Improvement	<input type="checkbox"/> Alternation	<input type="checkbox"/> Repair
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Description Work:		<input type="checkbox"/> Demolition/ Remove			
		<input type="checkbox"/> Change of Use			
10. Current Land Use:		Proposed Land Use:			
Valuation of Work: \$ <small>Ordinance 2024-O-152</small>		Type of Construction (Refer to IBC Table Evaluation)		Occupancy Group	
Proposed Scope of Work (sq. ft)			Overall Building Square Footage (existing and/or proposed)		
Number of Dwellings			Number of Stories		
*If the declared valuation does not meet the minimum construction cost as outlined in the most recently adopted ICC code by the City of Laredo, the Building Services Division will apply the minimum valuation table in accordance with ordinance: <a href="#">2024-O-152</a> . For more information, please visit: <a href="http://www.cityoflaredo.com/departments/building-development-services">www.cityoflaredo.com/departments/building-development-services</a>					
Fire Sprinklers Required (check appropriate box)		<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Fire Letter (check appropriate box)		<input type="checkbox"/> Certificate of Occupancy	<input type="checkbox"/> Letter of Completion	<input type="checkbox"/> Revised Certificate	<input type="checkbox"/> N/A
<b>ACKNOWLEDGEMENT</b>			<b>ADVISORY NOTICE</b>		
<p>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 REGULATION CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.</p> <p>_____ Signature of Contractor or Authorized Agent      Date</p> <p>_____ Signature of Owner (If Owner Builder)              Date</p>			<p>- Accumulations of brick, lumber, and other debris shall be disposed of immediately by and at the expense of the owner or contractor.</p> <p>- The permit becomes null and void if work or construction authorized is not commenced within 6 months or if construction or work is suspended or abandoned for a period of 6 months at any time after work is commenced. The permit also expires after 1 year from the date of issuance.</p> <p>- All commercial finish out applications must submit a floor plan of your business, parking layout and site plan with dimension. If your business is located in a shopping center, plaza or mall the site plan must show the square footage, type of business, hours of operation and name of business of each suite. Additional supplementary information may be deemed necessary to calculate parking (when applicable).</p>		

**PERMIT AND RECEIPT:** In consideration of the above application and the payment of \$\_\_\_\_\_ permit fee (the receipt of which is hereby acknowledged) a permit is hereby granted for the above described improvement conditioned upon the terms and specifications set forth above, and this faithful observance of all the provisions of the City Building Code, and all the provisions of the City Building Code, and all other ordinances applicable to same.  
 Issued by: \_\_\_\_\_ Date: \_\_\_\_\_



# CITY OF LAREDO

## Commercial and Residential Building Permit Process



The following steps are provided as general guidance for the building application process.

### APPLICATION SUBMITTAL

1

APPLICATION MAY BE SUBMITTED IN PERSON AT THE BUILDING DIVISION LOCATED AT 1413 HOUSTON ST. **OR** VIA EMAIL TO -  
FOR COMMERCIAL: [BLDGCOMM@CI.LAREDO.TX.US](mailto:BLDGCOMM@CI.LAREDO.TX.US)  
FOR RESIDENTIAL: [BLDGPERMITS@CI.LAREDO.TX.US](mailto:BLDGPERMITS@CI.LAREDO.TX.US)

### PROJECT CREATION

2

UPLOAD REQUIRED DOCUMENTS ON AVOLVE OR THROUGH EMAIL DEPENDING ON THE SCOPE OF WORK, **PERMIT NUMBER PROVIDED**, ETC. ONCE PRESCREEN CORRECTIONS ARE SUBMITTED, PAYMENT WILL BE REQUIRED.

### FEES

3

PAY THE PLAN REVIEW, FIRE, AND TECHNOLOGY FEES ONLINE VIA [CLICK2GOV](#), OR IN PERSON. THEN EMAIL YOUR PAYMENT CONFIRMATION AND PERMIT NUMBER ONCE PROVIDED TO-  
FOR COMMERCIAL: [BLDGCOMM@CI.LAREDO.TX.US](mailto:BLDGCOMM@CI.LAREDO.TX.US)  
FOR RESIDENTIAL: [BLDGPERMITS@CI.LAREDO.TX.US](mailto:BLDGPERMITS@CI.LAREDO.TX.US)

### PLAN REVIEW/FINAL PAYMENT VERIFICATION

4

- YOUR PROJECT WILL BE SENT FOR REVIEW BY THE APPROPRIATE DIVISIONS.
- ONCE APPROVED, THE COORDINATOR WILL CHECK THAT THE PERMIT FEE IS PAID BEFORE PLAN STAMPING.
- IF PAYMENT IS PENDING, FOLLOW THE PAYMENT INSTRUCTIONS AND PAY ALL FEES UPON EMAIL AND TASK NOTIFICATION.

### BATCH STAMP

5

- IF THE PLANS EXAMINER APPROVES THE PLANS, A STAMP WILL BE APPLIED SHOWING IT MEETS BUILDING CODE REQUIREMENTS.
- THIS APPROVAL IS CONDITIONAL UNTIL INSPECTORS CONFIRM ON-SITE THE WORK MATCHES THE STAMPED PLANS AND MEETS CODE REQUIREMENTS.
- A COPY OF THE BUILDING PERMIT AND STAMPED PLANS WILL BE PLACED IN THE APPROVED FOLDER.

### SCHEDULED INSPECTIONS

6

YOU MAY SCHEDULE INSPECTIONS ONLINE THROUGH **CLICK2GOV** , BY PHONE THROUGH SELECTRON **956-794-1660**, THROUGH SELEXTXT **844-630-0011**, OR IN PERSON AT THE BUILDING DIVISION LOCATED AT **1413 HOUSTON ST.**

### OBTAINING CERTIFICATE OF OCCUPANCY/ LETTER OF COMPLETION

7

ONCE ALL FINAL INSPECTIONS HAVE BEEN APPROVED IN THE SYSTEM, PLEASE ALLOW **48 HOURS** TO RECIEVE A NOTIFICATION THAT YOUR CERTIFICSATE OF OCCUPANCY/LETTER OF COMPLETION IS READY TO BE ISSUED.



# CITY OF LAREDO

## CONTACT LIST



IF ASSISTANCE IS NEEDED AT ANY POINT DURING THE PROCESS, PLEASE CONTACT STAFF USING THE INFORMATION BELOW:

### **BUILDING SERVICES DIVISION**

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**PHONE NUMBER**  
(956) 794-1625

**ADDRESS**  
1413 HOUSTON STREET

#### **BUILDING PERMITS**

[BLDGPERMITS@CI.LAREDO.TX.US](mailto:BLDGPERMITS@CI.LAREDO.TX.US)

#### **BUILDING INSPECTORS**

[BLDGINSPECTIONS@CI.LAREDO.TX.US](mailto:BLDGINSPECTIONS@CI.LAREDO.TX.US)

#### **RESIDENTIAL PLAN REVIEW**

[BLDGRESI@CI.LAREDO.TX.US](mailto:BLDGRESI@CI.LAREDO.TX.US)

#### **COMMERCIAL PLAN REVIEW**

[BLDGCOMM@CI.LAREDO.TX.US](mailto:BLDGCOMM@CI.LAREDO.TX.US)

#### **CERTIFICATE OF OCCUPANCY**

[BLDGCFOFO@CI.LAREDO.TX.US](mailto:BLDGCFOFO@CI.LAREDO.TX.US)

#### **ZONING DIVISION**

[BLDGZONE@CI.LAREDO.TX.US](mailto:BLDGZONE@CI.LAREDO.TX.US)

#### **PUBLIC RIGHT OF WAY**

[COLROW@CI.LAREDO.TX.US](mailto:COLROW@CI.LAREDO.TX.US)

#### **FLOODPLAIN**

[MSANTOS@CI.LAREDO.TX.US](mailto:MSANTOS@CI.LAREDO.TX.US)

### **FIRE DEPARTMENT**

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**PHONE NUMBER**  
(956) 794-1633

**ADDRESS**  
1413 HOUSTON STREET

#### **SUBMIT PLANS FOR REVIEW TO ALL BELOW**

[JARREDONDO@CI.LAREDO.TX.US](mailto:JARREDONDO@CI.LAREDO.TX.US)

[LCGUZMAN@CI.LAREDEO.TX.US](mailto:LCGUZMAN@CI.LAREDEO.TX.US)

[MSANDOVAL@CI.LAREDO.TX.US](mailto:MSANDOVAL@CI.LAREDO.TX.US)