



CITY OF LAREDO
PLANNING & ZONING DEPARTMENT
BUILDING DEVELOPMENT SERVICES DIVISION

1413 Houston Street, Laredo, Texas, 78040 • Phone: 956.794.1625 • website: www.cityoflaredo.com/building



Memo

To: Building Development Services Staff
From: Roland Lozano, Interim Building Official
Date: December 12, 2024

A handwritten signature in blue ink, appearing to be 'RL'.

Re: Phased Permits Policy

The following policy will establish a phased permit issuance. Phased permits are as follows, (keep in mind that phased permits can be in any combination of the following:

1. Site work only
2. Foundation only permits
3. Shell buildings
4. Vanilla boxes (vanilla finish-outs)

These phased permits do not establish the occupant load or occupant use; therefore, **NO** Certificate of Occupancy can be issued. An application for a finish-out establishing use and load or an application for a new business permit also establishing use and load can be accepted, reviewed, and approved; but **NOT** issued until a Letter of Completion has been issued phased permits.

Phased permits are allowed according to **International Building Code (IBC) Section 107.3.3**. This policy simplifies the processes of permit issuance, documenting inspections, and issuance of Certificate of Occupancy without creating additional work for staff. It is my opinion, this is justified, that just because the code allows for such permits and Building Development Services allows phased permits to be issued, the responsibility falls back on the applicant (general contractor). As the code suggests:

[A] 107.3.3 Phased approval. The building official is authorized to issue a permit for the construction of foundations or any other part of a building or structure before the construction documents for the whole building or structure have been submitted, provided that adequate information and detailed statements have been filed complying with pertinent requirements of this code. The holder of such permit for the foundation or other parts of a building or structure shall proceed at the holder's own risk with the building operation and without assurance that a permit for the entire structure will be granted.

Please specify that a Letter of Completion must be submitted before any finish-out permit or new business permit specifying the use and the load.