

COMMERCIAL INSTALLATION (MOBILE OFFICE) PERMIT APPLICATION / PLAN REVIEW REQUIREMENTS

1) Address as per GIS.

- a) Verification of the legal and physical address.
 - i) GIS Weblink: <https://maps.openlaredo.com/>
- b) Setbacks review.

2) Installation Permit Application.

Shall be complete and signed.

Installation Permit Application Weblink:

<https://www.cityoflaredo.com/home/showpublisheddocument/188/638598389778500000>

3) Site Plan.

- a) As per 2021 IBC section 107.2.6 - The construction documents submitted with the application for a permit shall be accompanied by a site plan.
 - i) Shall indicate the proposed location of mobile office.
 - ii) Alternate: Aerial view indicating the proposed location of the mobile office.
- b) Proposed or existing water and power meters located in a Site Plan.
- c) Parking Spaces Quantity and Dimensions (Asphalt or Concrete – No Caliche allowed).
- d) Must indicate setbacks and easements.
- e) The project's address and name of the business.

4) Proof of ownership of the lot where the mobile office will be installed.

- a) Deed of trust
Or
- b) Lease agreement if not the owner.

5) Proof of ownership of Mobile Office (portable building).

6) Mobile office shop drawings.

7) Plans must include:

- a) The project's address and name of the business
- b) Plans must show to comply with ALL the applicable codes adopted by the City of Laredo and list them on the General Information sheet:
<https://www.cityoflaredo.com/departments/building-development-services>
- c) Electrical and Plumbing Plans- layout
- d) No kitchen allowed.
- e) Restroom shall be TAS (Texas Accessibility Standards) compliant:
<https://www.tdlr.texas.gov/ab/2012abtas6.htm>

8) Driveway and Curb cut (with details).

9) Drawings and photos of the actual Portable Building to be installed (must show the tag or plate number and/or title).

10) Disclaimer

- a) Signed and dated by applicant.

Important:

- ONLY commercial portable Buildings are allowed.
- ADA restroom required.
- No kitchen allowed.

How to apply for an Installation Permit:

- a. Please send e-mail to bldgcomm@ci.laredo.tx.us
- b. Subject of the e-mail shall include the type of permit application and the address of the project.

Example:

To...	bldgcomm@ci.laredo.tx.us
Cc...	
Bcc...	
Subject	Installation (Mobile Office) Permit Application - 1234 Anywhere St.

- c. Attach the application, plans, documents and other information in PDF format.

For better assistance, please reply to the same e-mail once the corrections required are sent, instead of sending a separate e-mail with response and keep the same e-mail subject throughout the review.

If you have any additional questions, please let us know by calling to 956-794-1625 Option 3 or sending an email to Building Department - Commercial bldgcomm@ci.laredo.tx.us.

