

## COMMERCIAL SIGN 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. **Building Permit Application.**

- a) Application shall be complete and signed
  - i. **Sign Permit Application Weblink:**  
<https://www.cityoflaredo.com/home/showpublisheddocument/220/638598474048070000>
- b) Application shall be complete and signed. Just ensure that the application doesn't leave spaces blank; in case something is not applicable to your project, write N/A on it). Use "Notes" for additional information, examples: if the sign is new, existing, re-face, type of sign (Billboard LED, Freestanding Illuminated, Monument, etc.).
  - i. Owner and contractor name required with all their contact information.
  - ii. Work description.
  - iii. Make sure the valuation is provided for all permits.
- c) Please use the GIS link to verify property information (Zone, Lot, Block and Subdivision): Link to City of Laredo GIS Weblink: <https://maps.openlaredo.com/>

### 3. **Affidavit.**

Fill out affidavit, must be complete and signed. (the affidavit is on page 5 of sign permit application).

### 4. **Site plan.**

All site plans must include: sign location in reference to property line and all building locations. All easements (utility, access, drainage, etc.) must also be shown. (see page 3 of Sign Permit Application).

- a) Must include the address for the project.
- b) Indicate easements and setbacks.
- c) Indicate and locate existing buildings or structures.
- d) Location of parking, include parking spaces.
- e) Street names.
- f) Sidewalks.
- g) Property lines.
- h) Sign location.
- i) Distance from Building(s).
- j) Sign location.
- k) Sign distance from property lines.
- l) Site Plan must be to scale.
- m) Include use zone.
- n) Legal description.

### 5. **Plans and Elevations.**

- a) Must include the address for the project.
- b) Proposed design.
- c) Sign size (height and width).
- d) Square footage.
- e) Sign height about grade level.

- f) Footing Depth.
- g) Pole material.
- h) Pole Width.
- i) Sign faces orientation
- j) Additional information as required.
- k) All sign applications that contain electrical components must provide electrical components specifications.

**6. Documents.**

Any other and additional documents as needed (Recorded Deed, Lease Agreement, Certificate of Occupancy, etc.)

For better assistance, please reply to the same email once we send you corrections required, instead of sending a separate email with response and keep the same 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](mailto:bldgcomm@ci.laredo.tx.us).

**How to apply for a Sign Permit:**

- a. Please send e-mail to [bldgcomm@ci.laredo.tx.us](mailto: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...	<a href="mailto:bldgcomm@ci.laredo.tx.us">bldgcomm@ci.laredo.tx.us</a>
Cc...	
Bcc...	
Subject	Sign 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](mailto:bldgcomm@ci.laredo.tx.us).