

## COMMERCIAL RE-ROOF 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/>

### 2) Historical.

- a) Property will be verified if found within a Historical District with in City of Laredo Limits during plan review.
- b) Planning Department's main phone number (956) 794-1613
- c) If installing materials that match existing conditions (color, material, etc.), then no Historical approval is required.

### 3) Building Permit Application.

- a) 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
  - i) **Building Permit Application Weblink:**  
<https://www.cityoflaredo.com/home/showpublisheddocument/16000/638615682591130000>
  - ii) Owner and contractor name are required with all their contact information.
  - iii) Work description—Specify only the scope of work for the re-roof and square footage shall be included.
  - iv) Permit fee (Based on the valuation of work - a copy of the estimate is required - labor and material- from the store).
- b) As per 2021 IBC section 109.3 Building permit valuations: If, in the opinion of the building official, the valuation is underestimated on the application, the permit shall be denied, unless the applicant can show detailed estimates to meet the approval of the building official. Final building permit valuation shall be set by the building official.
  - i) If at the Historical District, need approval. Or the application shall specify to match existing conditions (color, material, etc.), then no Historical approval is required.

### 4) Name of The Business.

- a) The application and plans must show the name of the Business.

### 5) 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 location and dimensions of the roof.
- b) Alternate: Aerial view indicating the area.

### 6) Quote.

- a) Provide a quote for the material and labor for the Re-Roof.

### **How to apply for a Re-roof 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...	bldgcomm@ci.laredo.tx.us
Cc...	
Bcc...	
Subject	Re-Roof 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).*

