



City of Laredo — Business Application Checklist

A Certificate of Occupancy (C/O) is required to legally open and operate a business in the City of Laredo. This ensures that your business location complies with all city codes and ordinances. Failure to obtain a C/O may result in penalties and the inability to operate.

How to Apply

- Email complete application to: bldgzone@ci.laredo.tx.us or Submit Application in person at 1413 Houston St.
- Zoning District – Before submitting your application, make sure the proposed business use complies with the zoning requirements for the location.

Type of Business - [Primary Operation as per Land Development Code, Section 24.63 Permitted Land Uses \(pg. 106\)](#)

Zoning District – [Zoning District Locator](#)

Required Application Information

Submit a completed [application](#) with the following:

- Business name and owner's name
- Business address and owner's mailing address
- Business and owner contact info (phone, cell, email)
- Type of business (include primary operation as per Land Development Code)
- Total Area (sq. ft.)
- Scaled floor plan with dimensions and parking layout

If in a shopping center or plaza, include:

- Suite square footage
 - Type of business for all suites
 - Hours of operation for all suites
 - Business names for all suites (See attached exhibit)
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- Completed Preliminary Questionnaire (attached to application)
 - Valid ID of business owner
 - Signature of applicant verifying all information is accurate
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Important Notes

- This application is for **new businesses only** (Ord. No. 2012-O-154).
If building alterations are required, or the use is different from the previous tenant, a **formal commercial plan review and permit application** may be required.
 - If this occurs, the new business application will be **null and void** and fees are **non-refundable**.
- The Business Application fee may be paid by credit card, debit card, money order, check, or online (after review)
- Provide detailed business information and a clear floor plan to avoid delays.
- The Following business must obtain a permit from the Health Department:
 - Any commercial Food Establishment, Street Vendors and Mobile Food Trucks Septic Systems

- Tire Shops / Mobile Tire Services
 - Public or Semi-Public Pools
 - Tattoo and Body Piercing Shops (Must be approved by the Texas Department of Health Services)
 - Schools
 - Commercial Adult and Child Day Care Facilities
 - For questions you may call: (956) 795-4904
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Incomplete Applications

- Incomplete applications will **not** be processed.
 - Application fees are **non-refundable** and due at submission.
 - Missing documents must be provided within **30 days** or the application will be canceled and must be restarted.
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Inspections & Review Process

After submission, application will be routed to the following departments:

- Building Development Services (Zoning, Building Inspection, Right-of-Way)
- Health Department
- Utilities Department
- Fire Department
- Environmental Services (Engineering Division)

- You will be informed of scheduling procedures once your application is processed.
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Certificate of Occupancy (C/O) Issuance

- All inspections must be passed and approvals received.
 - The Certificate of Occupancy (CO) will be issued.
 - CO must be visibly displayed at the business location.
 - CO does **not** waive other applicable code requirements.
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Application & Inspection Fees

Type	Fee
Building Inspection Division Fee	\$200.00
Commercial Technology Fee	\$150.00
Fire Inspection Fee	<i>To be determined</i>