

# COMMERCIAL PROJECTS PERMIT GUIDANCE MANUAL & GUIDE USING PROJECT DOX

## Project processed through Project Dox/ Avolve

Projects requiring review by the Commercial Department and other relevant departments.

- New constructions
- Major repairs
- Canopies
- Sitework
- Additions
- and other projects not outlined below

## Project processed through email [bldgcomm@ci.laredo.tx.us](mailto:bldgcomm@ci.laredo.tx.us)

- Re-roof
- Demolition
- Fences
- Installation
- Minor Repair
- Irrigation
- Signs
- Solar Panels
- Cell Towers



**CITY OF LAREDO**  
**BUILDING DEVELOPMENT SERVICES**

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## PURPOSE

The Building Developmental Services Department is committed to working with the building community to ensure all structures are built in compliance with the local building code. Our staff works diligently to ensure homes and non-residential structures are built with safety in mind.

The responsibility of the Commercial Plans Approval process is to review construction plans and reports for the proposed improvements of the submitted plans. The importance of the process is to assure the commercial plans meet all local, state, and federal guidelines, codes, and local ordinances. The Engineers and Architects of record representing the Commercial Development are responsible for assuring that all required submittals such as Construction Plans, Reports, and Documents be presented to the Building Commercial Permit Committee (BCPC) for review and approval.

## SUBMITTAL PROCEDURES

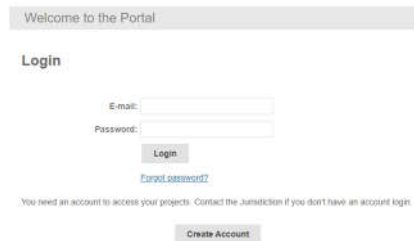
### STEP 1: Apply for a Permit

- Please fill out application. This is the link for the permit application and instructions:  
[https://www.cityoflaredo.com/Building/images/permits/applications\\_building.pdf](https://www.cityoflaredo.com/Building/images/permits/applications_building.pdf)
- Sign application and Submit to:  
[bldgpermits@ci.laredo.tx.us](mailto:bldgpermits@ci.laredo.tx.us)

Your project will be created in **ProjectDox**, complete and signed Permit Application in the **Documents Folder**.

## STEP 2: Login to ProjectDox

- An email notification will be sent to the email you provided on your Permit Application. This single contact will be the Project Coordinator and this person will receive updates via ProjectDox. This email provides you a Temporary Password if this is your first-time logging into ProjectDox. The “Login to ProjectDox” link in the email will take you directly to the Login Page.



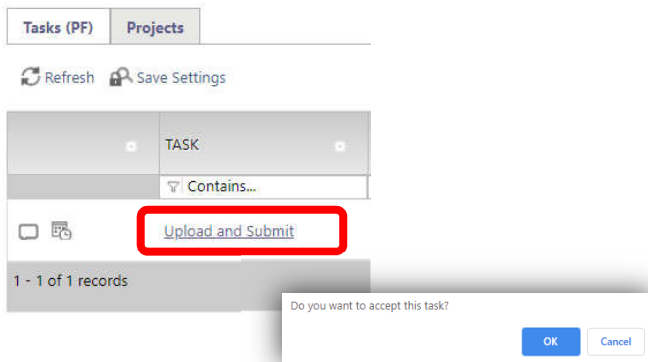
Logging into ProjectDox for the first time...

If you received a temporary password, you will need to change it to a permanent password and enter a security question and answer.

If you are having trouble signing in, click forgot password to reset it. A code will be sent out to your email and new password must be 8 characters long **no special characters. Only numbers and letters.**

## STEP 3: Upload and Submit

- You will receive an email with instructions for the “Upload and Submit” task. To “accept the task”, click on the link ‘Upload and Submit’ on the Home Page Tasks tab to open the eForm.



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**\*\*Important Hints:** When creating the file naming, it is recommended not to have more than 25 characters. Ensure none of your file names are more than 70 characters, since that is the limit. **DO NOT include the street address in the file name**, just the Plan sheet number and Plan sheet name, see **Table 1 (Example A1.0 FIRST FLOOR PLAN)** Plan sheets are required to be **UPLOADED INDIVIDUALLY**.

#### **PLANS STANDARDS:**

PDF files will be acceptable as supporting documentation (i.e. non-drawing files), No sketches or mobile screen shots will be accepted.

Ensure that all the plans comply with the following standards. Failure to meet these standards may delay your review for approval:

- Drawings Index of all Plans shall be submitted for review.
  - Title block: All pages shall include the Name of the Business and Project Address (legal and physical address).
  - Reserve an area for the Plan Sheet Number.
  - Reserve an area for the Date and Revisions Dates.
  - The plans must be to scaled with a minimum output dimension of 24" x 36"
  - Place a Cloud and the Revision Description & Date in wording on the plans to quickly identify a markup and associate the comments (when applicable)
  - Plans shall comply with City of Laredo Building Codes:  
<https://www.cityoflaredo.com/departments/building-development-services>
- Review the submittal requirements as outlined by the jurisdiction and upload to the **appropriate Drawings and Documents folder. DO NOT MIX** Drawings with Documents or vice versa.
- After you complete the task for **"Upload and Submit"**, you will receive an email confirmation that your upload has been received! The City will get back to you if there are corrections needed from your submittal or if all is good to go!
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### Upload and Submit was Completed

Attention Illora:

Your submission has been received for: **My PaperlessNOW Project**

Please do not reply to this email.

This task can be repeated as many times as required until all corrections have been submitted. You will receive an email when your Prescreen review is accepted and review is beginning.

- If there are corrections needed, you will receive an email notification for a task “**Prescreen Corrections**”.

- Login to ProjectDox and **accept** the task.

The Coordinator may have comments entered for additional instructions as shown in the example below. After making your corrections, please add and save your comments in response to the Coordinator. You are now ready to make your payment. The payment fees will be provided with the ‘**Prescreen Corrections**’ task.

**Discussion Comments**

Comment:

Show 5 records

DISCUSSION COMMENT	PARTICIPANT	DATE/TIME
Please upload your site plan to the Drawings folder. it is required for this type of submittal.	Illora Chambers	6/11/2020 1:44:44 PM

1 - 1 of 1 records

### Mark the task complete and submit your corrections.

- I have completed all Prescreen requests

## STEP 4: Building Payment for Review Fees

- You will be instructed of the amount to be paid for the building permit in the comment section. You can pay online at: <https://lare-egov.aspgov.com/Click2GovBP/index.html> through our Click2Gov portal. Once you pay send an email to [bldgcomm@ci.laredo.tx.us](mailto:bldgcomm@ci.laredo.tx.us) with confirmation of payment and permit number. Don't forget to sent back the task after you finish paying the permit online.

## **STEP 5: Plan Review**

- After 'Prescreen Corrections' are resubmitted and payment is received, your project will be scheduled for plan review and the appropriate Review Divisions will be assigned.

## **STEP 6: Respond and Resubmit**

- After all the reviewers have completed their review, if there are any corrections, you will receive an email with instructions for your task 'Respond and Resubmit'.
- Accept the task to open the e-form. There are several sections on the e-form as described below:

### ***a) View/Edit Changemark Items***

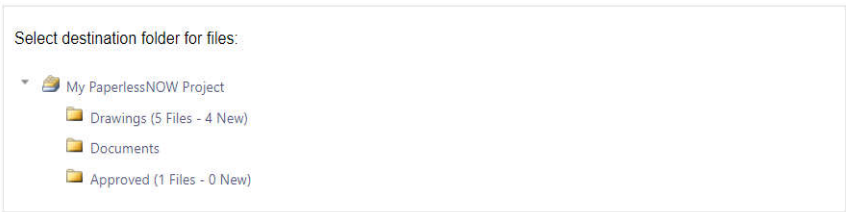
- Clicking on the **View/Edit Change mark Items** button to access the **Workflow Review Change Mark Viewer** below:
  - View the reviewer comments and markups
  - Click on Markup Name to access drawings with markup
  - You have the option to respond to the reviewer comments by entering your comments in the "Applicant Response" column on the change mark viewer beside each markup.
  - You can organize/sort columns and save settings for your personal view

### ***b) Reviewer Status and Reviewer comments***

Department	Reviewed By	Status	Reviewer Comments	Applicant Comments
		Corrections Required	Please check changemarks and comments for corrections needed.	

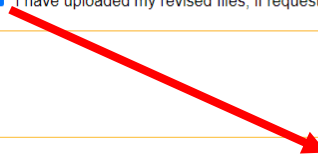
### ***c) Upload the corrected files to folder***

- When resubmitting keep the **SAME** original file name to create a new version of the file (check caps lock, spaces, etc). Use always **THE SAME FILE NAME**. It is required by PojectDox to keep track of the revised plans of the Drawings and Documents folders. The Approved folder is **ONLY** for the **FINAL** Approved Drawings and Folders, **DO NOT UPLOAD** anything in the 'Approved' folder.



### **d) Mark the task complete and submit**

- I have responded to all review comments
- I have uploaded my revised files, if requested



Submit Save for Later

If there are corrections needed in your resubmittal, you will receive an email and task from the Coordinator with actions needed before the subsequent review can begin.

## **STEP 7: Final Payment**

- When all the reviewers have completed and approved the project, the Coordinator will determine if final payment is due before stamping the plans. Follow the same instructions used for the initial payment fee. You will receive an email notification and task for any additional fees due. It will be your responsibility to pay all the final fees.

### **Mark the task complete and submit**

- All fees have been paid

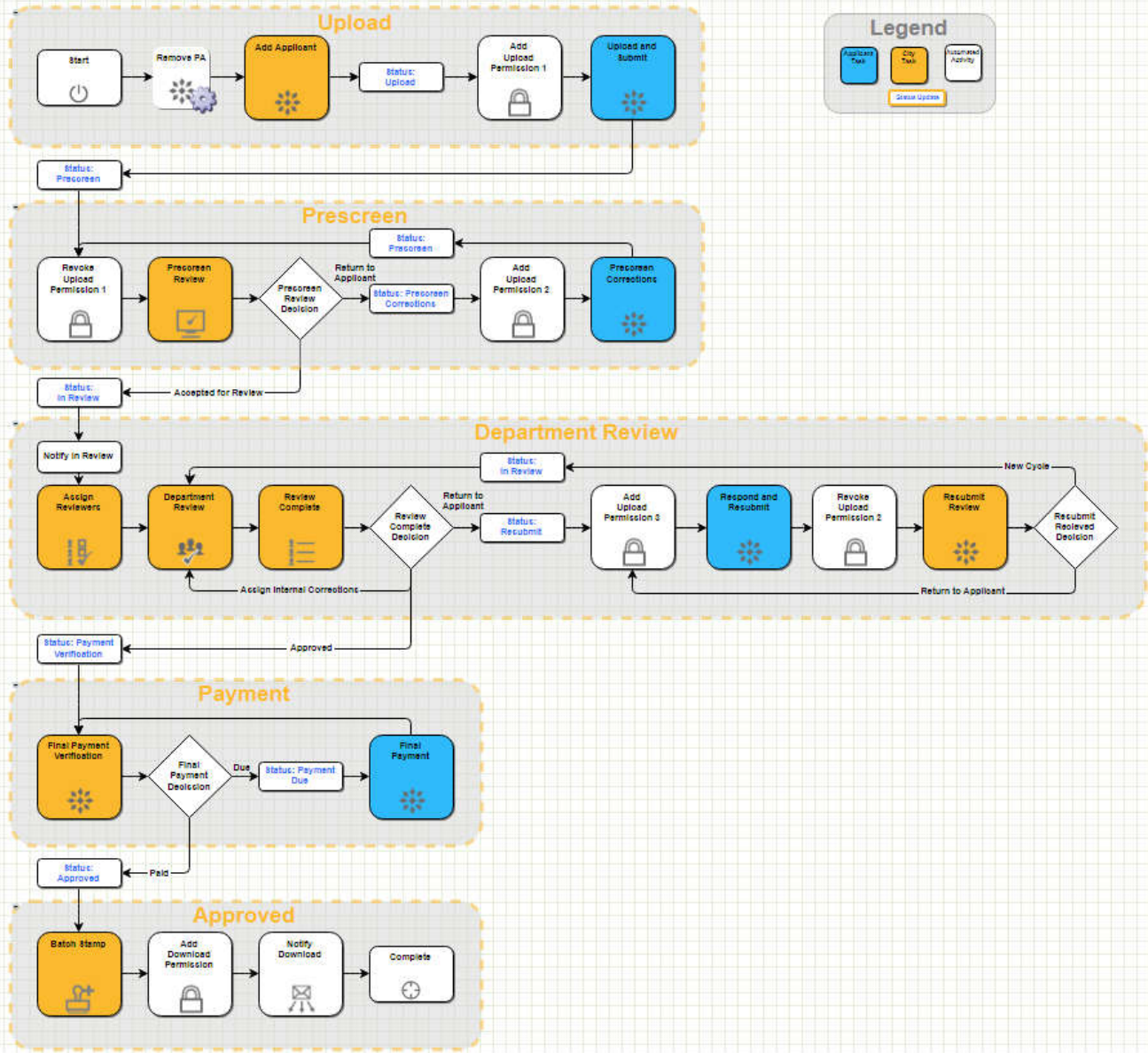


Submit Save for Later

- You will receive an email notification and access to Login to ProjectDox to download your plans from the **'Approved'** folder. Please confirm if you have access to the folder labeled as **'Approved'** where you may find the approved/stamped plans for inspections. **Please do not wait for your Fire Inspection Day to ask for these plans.**

# WORKFLOW CHART

## Best-In-Class PaperlessNOW Building Workflow



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## COMMERCIAL REVIEWERS

### PLAN REVIEWERS

#### Building (956) 794-1625 (option # 3)

[bldgcomm@ci.laredo.tx.us](mailto:bldgcomm@ci.laredo.tx.us)

- Monica Ashley Montes
- Liliana Silva-Hinojosa
- Armida Vasquez
- Antonio Vilchis

#### Fire Department

Phone: 956-794-1633

- Mauro Sandoval - [msandoval@ci.laredo.tx.us](mailto:msandoval@ci.laredo.tx.us)
- Jose Arredondo - [jarredondo@ci.laredo.tx.us](mailto:jarredondo@ci.laredo.tx.us)
- Lisa Guzman - [lguzman@ci.laredo.tx.us](mailto:lguzman@ci.laredo.tx.us)

#### Engineering Department

Phone: 956-791-7348

- Favio Rodriguez - [frodrigue2@ci.laredo.tx.us](mailto:frodrigue2@ci.laredo.tx.us)
- Jesus Reyes - [jreyes2@ci.laredo.tx.us](mailto:jreyes2@ci.laredo.tx.us)
- Peter Salinas - [psalinas@ci.laredo.tx.us](mailto:psalinas@ci.laredo.tx.us)
- Jorge Figueroa - [jafigueroa@ci.laredo.tx.us](mailto:jafigueroa@ci.laredo.tx.us)
- Roberto Castro - [rcastro1@ci.laredo.tx.us](mailto:rcastro1@ci.laredo.tx.us)
- Aaron Gonzalez - [aogonzalez@ci.laredo.tx.us](mailto:aogonzalez@ci.laredo.tx.us)
- Evelyn Gomez - [egomez@ci.laredo.tx.us](mailto:egomez@ci.laredo.tx.us)

#### Environment Department

Phone: 956-794-1650

- Ivan Santoyo - [isantoyo@ci.laredo.tx.us](mailto:isantoyo@ci.laredo.tx.us)

#### Utilities Department – Water Pollution Division

Phone: 956-721-2000

- Sheila G. Serna [sgserna@ci.laredo.tx.us](mailto:sgserna@ci.laredo.tx.us)

#### Utilities Department – Engineering Division

Phone: 956-721-2000

- Jonathan Guantos - [jjguantos@ci.laredo.tx.us](mailto:jjguantos@ci.laredo.tx.us)

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### Right-of-Way Division

Phone: 956-794-1625, opt. 5

- Sinai Castro - [scastro@ci.laredo.tx.us](mailto:scastro@ci.laredo.tx.us)
- Alberto Quintanilla - [aquintani1@ci.laredo.tx.us](mailto:aquintani1@ci.laredo.tx.us)

### Parks and Recreation

Phone: 956-729-4641

- Elizabeth Carrera - [ecarrera@ci.laredo.tx.us](mailto:ecarrera@ci.laredo.tx.us)

When building projects require storm water inspections that will be on easements, connect to City of Laredo drainage or will be on city's ROW, they should contact our office to coordinate. For scheduling, please call Martha Liendo at 956-791-7354.

We will then assign an inspector accordingly. If there is an urgent need for an inspector, customer can also reach out directly to Mr. Juan Medina our city inspector at 956-764-0837.

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**Submittal Checklist** - The following is a Checklist to clarify to communicate with reviewers what items have been submitted for review. This form on every first submittal as part of the Submittal Response Letter.

- **Title Sheet must include; Index & Referencing Building Codes 2021;**

Effective January 1, 2025 the City Council approved Ordinance numbers 2024-O-148, 2024- O-149, 2024-O-150, 2024-O-151, and 2024-O-152, to upgrade to the 2021 ICC Codes as follows:

- *2021 International Building Code*
- *2021 International Mechanical Code*
- *2021 International Residential Code*
- *2021 International Property Maintenance Code*
- *2021 International Energy Conservation Code*
- *2021 International Existing Building Code*
- *2012 Texas Accessibility Standards*
- *2020 National Electrical Code of the National Fire Protection Association*
- *2021 International Fire Code*
- *2018 International Swimming Pool and Spa Code*
- *2021 International Plumbing Electrical Code*
- *2021 International Fuel Gas Code*
- *2021 International Private Sewage Disposal Code*
- *2021 Building Valuation Construction Cost Table (Commercial Only)*

- **AMEPS- Plans**  
A-Architectural  
M- Mechanical  
E – Electrical  
P – Plumbing  
S - Structural

**\*\*If there are any additional Drawings not included in this list, the file naming convention will be as follow: Use the first letter of the DISCIPLINE follow it by a DIGIT number, and a SEQUENCE number. See Table 1 for reference.**

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## DISCIPLINES

The discipline designator helps to identify the type of work that is included on the sheets. Since sheets are distributed to the different sub-contractors in the field, it is helpful for the drawings to be organized by discipline:

### Disciplines:

TI	Title Sheet and Index
G	General
D	Demo
A	Architectural
L	Landscape
F	Fire
S	Structural
M	Mechanical
E	Electrical
P	Plumbing
C	Civil
ENV	Environmental
HE	Health Equipment
KE	Kitchen Equipment
FS	Fire Suppression
UFL	Underground Fire lines UFL
H	Hazardous Materials
T	Telecommunications
V	Survey Mapping
O	Operations
R	Refrigeration
RE	Resource / Existing Conditions
U	Utilities
X	Other Disciplines
Z	Shop Drawings

## DIGIT

Use the digit that follows from Table 1. If there is no digit number, then use a sequence number

Example: **P1.5 PLUMBING DIAGRAM AND SCHEDULES**

the next digit number will be **P2.0**

## SEQUENCE NUMBER

The final component of the sheet number is the sequence number, which is between 1 and 99.

Example: **P1.5 PLUMBING DIAGRAM AND SCHEDULES**

the next sequence number will be **P1.6**

### **C8.1 WATER METER ADDRESS TABLE PER BUILDING (see sample Table 2)**

<b>Table 2</b>
<b>WATER METER ADDRESS TABLE PER BUILDING</b>
1413 Houston St. Building 1, Suite 1
1413 Houston St. Building 1, Suite 2
1413 Houston St. Building 1, Suite 2
1413 Houston St. Building 1, Suite 3
1413 Houston St. Building 2, Suite 1
1413 Houston St. Building 2, Suite 2
1413 Houston St. Building 2, Suite 3
** Water meter box shall have a metal tag with the description of the address, building and suite

### **REFERENCES**

- **Code of ordinances**

[https://library.municode.com/tx/laredo/codes/code\\_of\\_ordinances](https://library.municode.com/tx/laredo/codes/code_of_ordinances)

- **Building Development Services – Web page**

<https://www.cityoflaredo.com/departments/building-development-services>

- **Building Codes**

<https://www.cityoflaredo.com/Building/building-permit-sources.html#buildingcodes>  
[www.iccsafe.org](http://www.iccsafe.org)

- **Building, MEP, ADA and Energy Plan Review Requirements**

[https://www.cityoflaredo.com/Building/images/permits/plan\\_review\\_services.pdf](https://www.cityoflaredo.com/Building/images/permits/plan_review_services.pdf)

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- **International Fire Code**

<https://www.nfpa.org> , <https://codes.iccsafe.org>

- **Land Development Code**

[https://www.cityoflaredo.com/Planning/assets/ldcb---2018\\_march\\_2.pdf](https://www.cityoflaredo.com/Planning/assets/ldcb---2018_march_2.pdf)

- **NEZ**

<https://www.cityoflaredo.com/Building/nez-information.html>

- **Open Data GIS Portal**

<https://maps.openlaredo.com/search?tags=CADASTRAL>

- **Permit Applications**

<https://www.cityoflaredo.com/Building/permit-applications-requirements.html>

- **Standard Specification Manual**

[https://www.cityoflaredo.com/engineering/assets/standard technical specifications manual.pdf](https://www.cityoflaredo.com/engineering/assets/standard_technical_specifications_manual.pdf)

- **To Pay Online**

<https://www.cityoflaredo.com/building/images/files/isi-click-2-gov.pdf>