

RESIDENTIAL PROJECTS PERMIT GUIDANCE MANUAL & GUIDE USING PROJECT DOX

Projects processed through Project Dox/Avolve

- NEW HOME CONSTRUCTIONS
- NEW DUPLEX STRUCTURES
- NEW TOWNHOMES

Projects processed through email bldgpermits@ci.laredo.tx.us

- PORCHES /PALAPA / CARPORT/ STORAGE
- HOME REMODEL/ADDITIONS
- MOBILE HOME INSTALLATION
- FRAME HOME INSTALLATION
- BLOCK FENCE
- IRRIGATION



**CITY OF LAREDO
BUILDING DEVELOPMENT SERVICES**

MAY 2024



A. PROCESS & REQUIREMENTS

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3. WHO CAN SUBMIT A PERMIT
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A. PROCESS & REQUIREMENTS

A.1 – WHEN DO YOU NEED A PERMIT

A building permit allows the City of Laredo (COL) to ensure the safety of the work and compliance with zoning (land use), building & construction codes. The City follows the International Residential Code which provide the safety standards of a home. A permit becomes a written authorization issued by COL to construct a project.

A.2 – WHAT IMPROVEMENTS REQUIRE A PERMIT

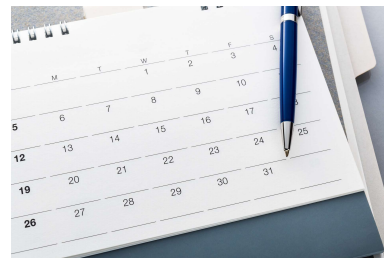
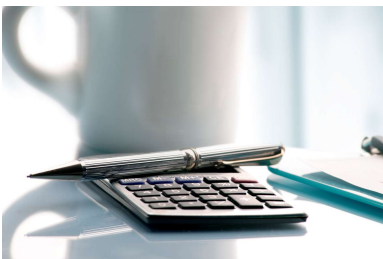
- Single Family New Construction
- Duplex Structure
- Townhome
- Mobile Home Installation
- Home Remodel / Additions
- Residential Irrigation
- Frame Home Installation
- Porches / Palapa / Carport Storage
- Swimming Pool
- Residential Block Fence

A.3 – WHO CAN SUBMIT A PERMIT

- The hired contractor for your project typically is the one who pulls out a permit.
- The homeowner can pull out a permit but will be considered the contractor for the project.
- Please note, permit such as mechanical/air condition, plumbing, electrical, irrigation and mobile home installation are permits acquired by licensed contractor for the respective field.

A.4 – HOW LONG IS THE REVIEW/APPROVAL

Building Development Service’s goal is to help process permit as efficiently possible. Ordinance allows up to 21 days. To avoid delays, assure submittal is complete and accurate on all requirements.



A. PROCESS & REQUIREMENTS

A.5 – HOW TO FILL OUT PERMIT APPLICATION



CITY OF LAREDO BUILDING DEVELOPMENT SERVICES

1413 Houston St., Laredo, Texas, 78040 • Phone: 956.794.1625 • bldgpermits@ci.laredo.tx.us

**See below on Key Application information.*

Building Permit Application

| | | | | | |
|--|-----|---------------------------|---|-----------------------|--|
| Job Address | | | | Permit Number | |
| 1 | Lot | Block | Subdivision | | |
| Owner 2 | | Mailing Address | | Phone Number | |
| Contractor 3 | | Mailing Address | | Phone Number | |
| Architect or Designer 4 | | Mailing Address | | Phone Number | |
| Engineer 5 | | Mailing Address | | Phone Number | |
| Name of Business 6 | | | email: | | |
| 7 Class of Work: <input type="checkbox"/> New <input type="checkbox"/> Addition <input type="checkbox"/> Alteration <input type="checkbox"/> Repair <input type="checkbox"/> Demolition / Remove | | | | | |
| 8 Describe Work: | | | | | |
| 9 Change Use From: | | | | | |
| Change Use To: | | | | | |
| 10 Use of Building & Business Name: | | | | | |
| 11 Valuation of Work: \$ | | Type of Construction | | Occupancy Group | |
| Fire Sprinklers Required | | Fire Letter | | Scope of Work (sq ft) | |
| Use Zone | | Max Occupancy Load | | Parking | |
| Size of Building (sq ft) | | No of Dwelling Units | | Number of Stories | |
| Project in the Floodplain | | CUP/SUP | | NEZ | |
| Historic District | | Off-street Parking Spaces | | | |
| <p>SEPARATE PERMITS ARE REQUIRED FOR ELECTRICAL AND PLUMBING WORK</p> <p>I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. THE GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY OTHER STATE OR LOCAL LAW REFULATION CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.</p> | | | <p>ACCUMULATIONS OF BRICK, LUMBER AND OTHER DEBRIS SHALL BE DISPOSED OF IMMEDIATELY BY AND AT THE EXPENSE OF THE OWNER OR CONTRACTOR</p> <p>The permit becomes null and void if work or construction authorized is not commenced within 6 months or if construction or work is suspended or abandoned for a period of 6 months at any time after work is commenced. The permit also expires after the period of 1 year from issuance.</p> <p>Disclaimer: All commercial finish outs applications must submit a floor plan of your business, parking layout and site plan with dimension. If your business is located in a shopping center, plaza or mall the site plan must show the square footage, type of business, hours of operation and name of business of each suite. Additional supplementary information may be deemed necessary to calculate parking (when applicable).</p> | | |
| Signature of Contractor or Authorized Agent | | Date | | | |
| Signature of Owner (If Owner Builder) | | Date | | | |

- ← Project Address
- ← Subdivision Name
- ← Owner Information
- ← Contractor Information
- ← Applicant's e-mail
- ← Select and Describe Work

PERMIT AND RECEIPT: In consideration of the above application and the payment of \$_____ permit fee (the receipt of which is hereby acknowledged) a permit is hereby granted for the above described improvement conditioned upon the terms and specifications set forth above, and this faithful observance of all the provisions of the City Building Code, and all other ordinances applicable to same.
 Issued by: _____ Date: _____

Email application to: bldgpermits@ci.laredo.tx.us

Revised 06/2024

*Use link below to download a Building Permit Application. All fields must be completed. Write N/A if not applicable.

http://www.cityoflaredo.com/Building/images/permits/applications_building.pdf

A. PROCESS & REQUIREMENTS

A.6 – WHAT DOCUMENTS AND PLANS DO I NEED

NEW RESIDENCE:

- Completed building permit application
 - Site address, including legal description and subdivision
 - Is property platted?
 - Occupancy description, including construction and occupancy type
 - Name & contact information of general contractor including phone # and email
- Complete sets of scaled plans (example 1"=20')
 - Detailed site plan (including property lines, setbacks, easements)
 - Location and description of existing driveways, fire hydrants, manholes, and storm water inlets, etc.)
 - Cross section
 - Floor plan (wet seal not required but preferred)
 - Manual J report
 - Electrical
 - Plumbing
 - Mechanical
 - Foundation plans
 - Four (4) elevations

ADDITIONS:

- Completed building permit application
- Complete set of scaled plans:
 - Site plan
 - Cross section
 - Floor plan
 - Existing and proposed electrical
 - Plumbing
 - Mechanical
 - Foundation plans
 - Four (4) elevations

REMODELS (INTERIOR OR EXTERIOR): MIGHT REQUIRE FIELD INSPECTION AND SCALED PLANS:

- Completed building permit application
- Invoice of material including labor cost
- Site plan with measurements of all sides, including the total area (sq. Ft.)
- Electrical, plumbing & a/c work as needed

A. PROCESS & REQUIREMENTS

A.6 – WHAT DOCUMENTS AND PLANS DO I NEED (CONT.)

CARPORTS, PORCHES (FRONT, BACK & SIDE), PALAPAS, & STORAGES:

- Completed building permit application (scaled plans)
- Site plan (with measurement to all sides, including building setbacks and existing easements)
- Foundation plan (if new)
- Cross section
- Elevations

BLOCK FENCES:

- Completed building permit application (scaled plans)
- Site plan (with measurement to all sides) or survey
- Block fence masonry wall detail form

MOBILE HOME PERMIT:

- Complete installation permit application (by bonded mover), including phone and email address
- Site plan (with measurement to all sides)
- Deed/contract for mobile home with lot under the same owner's name
- Pictures of mobile home (all 4 sides), including a picture of the HUD label when used
- Settlement of ownership application (SOL)

DEMOLITION PERMITS (RESIDENTIAL)

- Proof of ownership
- Valid ID of owners
- Deed or tax documents of location

**SOME PROJECTS MAY REQUIRE ADDITIONAL INFORMATION, e.g. UTILITY LAYOUT, IRRIGATION PLAN, ETC.
ALL APPLICATIONS AND CONSTRUCTION DOCUMENTS MUST BE SUBMITTED IN PDF FORMAT**

A. PROCESS & REQUIREMENTS

A.7 – WHAT ARE THE FEES

Fees As Per Ordinance No. 2019-0-102 & 2021-0-164

| PLAN CHECKING & BUILDING PERMIT FEES FOR RESIDENTIAL | | |
|--|---|--|
| PERMIT TYPE | Plan Check Fees (To initiate Review) | Building Permit Fees (For Issuance of Permit) |
| Block Fence | \$30.00 | \$46.00 |
| Reroof | \$34.00 | \$50.00 |
| Swimming Pool | \$40.00 | \$64.00 |
| Open Accessory (e.g. porches, palapas, carports) | \$40.00 | \$64.00 |
| Enclosed Accessory (e.g. detached storage room) | \$40.00 | \$64.00 |
| Remodel / Addition (Up to 1,000 sq.ft.) | \$40.00 | \$64.00 |
| Remodel / Addition (1,001 - 2,000 sq.ft.) | \$45.00 | \$73.00 |
| Remodel/ Addition (2,001 sq.ft. or more) | \$55.00 | \$76.00 |
| New Construction | \$0.11 per sq.ft. | \$0.16 per sq.ft. |
| Mobile Home Installation Permit/Frame Home | \$12.50 | \$37.50 |
| Technology Fee | \$20.00 | - |

A.8 – WHAT DO I DO ONCE I RECEIVE A PERMIT

Post your permit! Place permit in front of the home where visible from the street. Typically permits get placed at the front window of the house. A displayed permit allows a Building Inspector to easily locate a property for inspection. It prevents Code Enforcement from giving citations since work without permit is not allowed.



PROJECT DOX
ELECTRONIC SUBMITTAL

B. ELECTRONIC SUBMITTAL

STEP 1 – APPLY FOR A PERMIT

- Please fill out permit application using the link below. Please follow steps from previous pg. 4.

http://www.cityoflaredo.com/Building/images/permits/applications_building.pdf

- Sign application and submit in PDF to: bldgpermits@ci.Laredo.tx.us

Your project will be created in **ProjectDox**.

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**. The **'Login to ProjectDox'** link in the email will take you directly to the **Login Page**.

Invitation

Hello lcuser01 Applicant:

You have been added to the ProjectDox database and as a new member to the project listed below.

| | |
|---------------------|--|
| Login: | lc01@avolvesoftware.com |
| Temporary Password: | 8C54285 |
| Project: | My PaperlessNOW Project |
| Group: | Applicant |
| Project Owner: | Illora Chambers |
| Owner's Email: | ichambers@avolvesoftware.com |

Welcome to our website. If you continue to browse and use this website you are agreeing to comply with and be bound by the following terms and conditions of use, which together with our privacy policy govern...

[add'l text, etc.]

ProjectDox

E-mail:

Password:

[Forgot your password?](#)

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ProjectDox [To add ProjectDox to your favorites click here](#)

B. ELECTRONIC SUBMITTAL

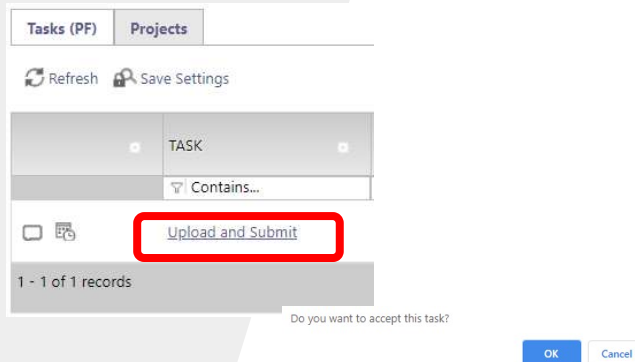
Logging into ProjectDox for the first time...

If you received a temporary password, you would need to change it to a permanent password and enter a security question and answer. This question/answer will be something that only you know and will enable you to reset your password if you ever forget what it is. If you need to reset your password, contact Sandra Linares: sdehoyos@ci.Laredo.tx.us

| Change Password: | Password Reset Question & Answer: |
|------------------------|-----------------------------------|
| New password:* | Security question: * |
| Confirm new password:* | Security answer: * |

STEP 3 – UPLOAD AND SUBMIT

- You will receive an email with instructions for the **'Upload and Submit'** task. To **'accept the task'**, click the link **'Upload and Submit'** on the Home Page Tasks to open the eform.



File Name: it is recommended not to have more than 25 characters. The limit is 70, but this is too long for the user interface (UI). DO NOT include the street address in the file name, just the plan sheet number and plan sheet name, see section A.6 for plan sheets requirements. Each sheet is required to be **UPLOADED INDIVIDUALLY**.



Plans Standards: pdf format is the only supportive format for a document. No sketches or mobile screen shots will be accepted. Ensure that all the plans comply with the standards to avoid delay to the process.

B. ELECTRONIC SUBMITTAL

STEP 3 – UPLOAD AND SUBMIT (Cont.)

- 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, date, and revision date.
- The pdf plans must be in 24" x 36", 11"x17", or 8.5"x11" sheet size.
- On revisions place a cloud with a revision description, including date to quickly identify a markup and associate the comments (when applicable)
- A 2"x2" block/box is required on the top right of all pages for city's staff electronic stamp.
- Review the submittal requirements above prior to uploading to documents folder.

UPLOAD AND SUBMIT

ProjectFlow BUILDING  

Review Information

Add Group Members

| First Name | Last Name | Email | Invite to Group | |
|----------------------|----------------------|----------------------|-----------------|--|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | Applicant | <input type="button" value="Invite User"/> |

Remove Group Members

| Remove from Group | User | |
|-------------------|--|--|
| Applicant | Illora Chambers (ichambers@avolvesoftware.com) | <input type="button" value="Remove User"/> |

Task Instructions

1. Upload files into the appropriate folders below
2. Confirm completion by selecting the checkbox at the bottom
3. Click 'Submit' to submit your files

Project: My PaperlessNOW Project

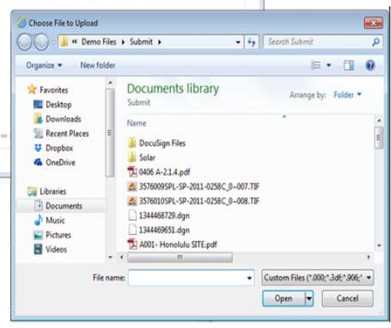
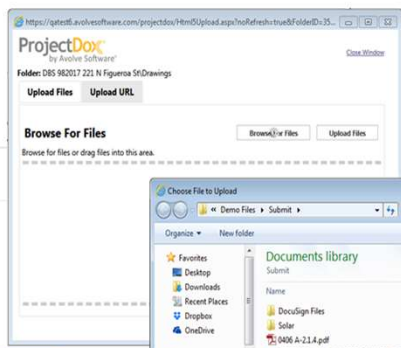
Select destination folder for files:

- My PaperlessNOW Project
 - Drawings
 - Documents
 - Approved

I have uploaded all required plans and documents.

Select Folder then Select Files to Upload from your Computer

DON'T FORGET ! Mark the Task Complete and Submit!



B. ELECTRONIC SUBMITTAL

STEP 3 – UPLOAD AND SUBMIT (Cont.)

- 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!

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

Click on check box when you completed the task to allow you to submit your corrections.

I have completed all Prescreen requests

B. ELECTRONIC SUBMITTAL

STEP 4 – REVIEW FEE ONLINE PAYMENT

- At the comment section you will be provided the amount of the Building Permit. You can pay online at: <https://click2gov.cityoflaredo.com/Click2GovBP/index.html>
- Once payment is made, send your confirmation of payment by including permit number and copy of receipt to: bldgpermits@ci.laredo.tx.us

STEP 5 – PLAN REVIEW

- At this step, City Staff will be scheduled for plan review and process your project.

STEP 6 – RESPOND AND RESUBMIT

- After review has been completed, if corrections are needed, 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

- Click on the ‘View/Edit Changemark Items’ button to access the Workflow Review, see example below:

View/Edit Changemark Items (2)

Workflow Review Changemark Viewer

Refresh Save settings Review Cycle: All Group: All

| REF # | STATUS | FILE IMAGE | DEPARTMENT | CYCLE | UPDATED BY | FILE NAME | MARKUP NAME | |
|-------|------------|------------|------------|-------|----------------|---|---------------------|-----|
| 2 | Unresolved | | Electrical | 1 | Ilora Chambers | 0606 A-2-1-LA.PDF | #C2Electrical061120 | Ele |
| 1 | Unresolved | | Electrical | 1 | Ilora Chambers | A2-2 2nd Floor Proposed Addition 100100100.pdf | #C2Electrical061120 | Ch |

1 - 2 of 2 records

- View the reviewer comments and markups
- Click on Markup Name to access drawings with markup.

APPLICANT RESPONSE

Contains...
enter comments here and click 'Save'

Save

B. ELECTRONIC SUBMITTAL

STEP 6 – RESPOND AND RESUBMIT (Cont.)

- You have the option to respond to the reviewer comments by entering your response in the **‘Applicant Response’** column on the Changemark Viewer beside each markup.
- You can organize/sort columns and save settings to your personal preference.

B) Reviewer Status and Reviewer Comments:

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

C) Upload Status and Reviewer Comments:


- When resubmitting keep the original file name to create a new version of the file. Check for caps lock, spaces, etc since it is case sensitive. ProjectDox keeps track of the revised plans of the Drawings and Documents folders. The Approved Folder provides the Final Approved Construction Set and Reports. Do not upload anything in the ‘Approved’ folder.

Select destination folder for files:

- My PaperlessNOW Project
 - Drawings (5 Files - 4 New)
 - Documents
 - Approved (1 Files - 0 New)

D) Mark the Task Complete and Click Submit:

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



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 login.

B. ELECTRONIC SUBMITTAL

STEP 7 – FINAL PAYMENT

When the review is complete and approved, the Coordinator will determine if final payment is due stamping approval on the construction set. Follow the same process as used on Step 4. You will receive an email notification and task for all fees due. It will be the applicant's responsibility to pay all fees.

Mark the task complete and click submit:

All fees have been paid

You will receive an email notification with the ProjectDox Login to allow you to download plans and reports from the 'Approved' folder. Plans will be stamped with the City of Laredo Approval Seal.

Approved Plans Ready for Download Notification

Attention icuser01:

Congratulations! Your approved plans are ready for download for Project My PaperlessNOW Project.

To download your approved plans, please [Login to ProjectDox](#) and download your plans from the **Approved** folder.

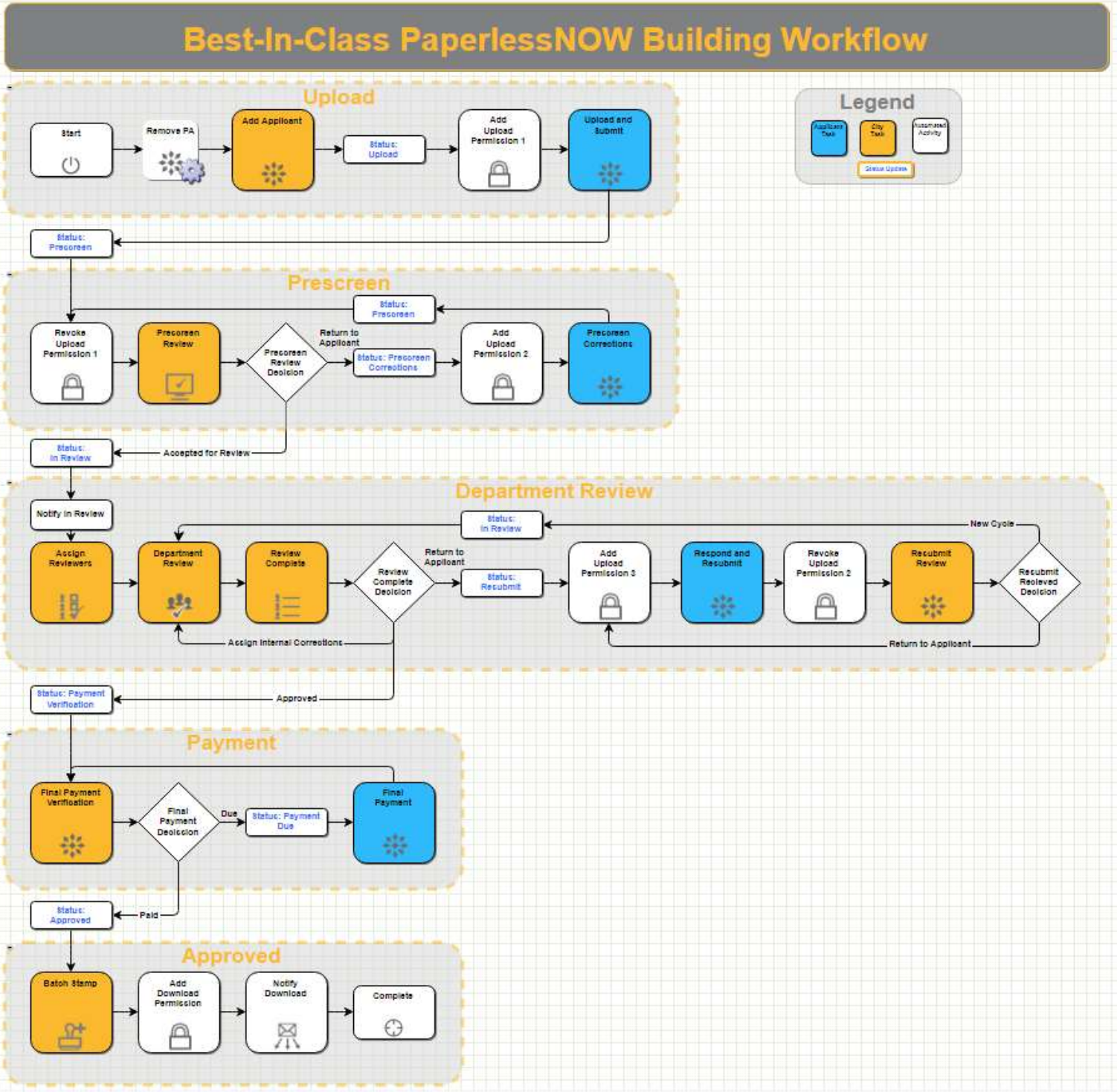
| | |
|--|--------------------------------------|
| Project: | My PaperlessNOW Project |
| Description: | Used for testing PaperlessNow |
| Task: | Notify Download |
| Assigned by: | Illora Chambers |
| Project Access Login to ProjectDox | |

If you do not have access to the specified folder, please contact the [Project Administrator](#).

Please do not reply to this email.

B. ELECTRONIC SUBMITTAL

WORKFLOW FLOW CHART

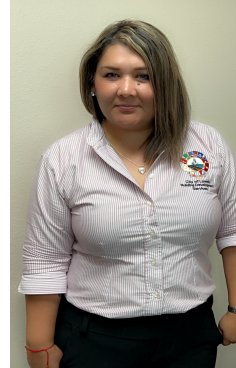


C. OTHER RESOURCES

C.1 – RESIDENTIAL REVIEW STAFF

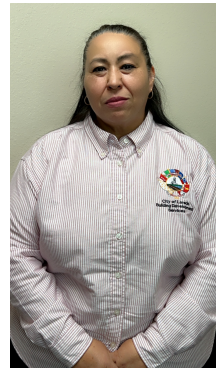


SANDRA LINARES
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Email: sdehoyos@ci.laredo.tx.us
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Claudia Rodriguez
Senior Office Assistant / Prescreen
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Office: 956.794.1625 EXT.1

C.2 – LINKS: CODES & ORDINANCES

- **Building Codes**

<https://www.cityoflaredo.com/Building/building-permit-sources.html#buildingcodes>
www.iccsafe.org

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

https://www.cityoflaredo.com/Building/images/permits/plan_review_services.pdf

- **Code of Ordinances**

https://library.municode.com/tx/laredo/codes/code_of_ordinances

- **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

- **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

- **To Pay Online**

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



CITY OF LAREDO BUILDING DEVELOPMENT SERVICES

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