



# City of Laredo

## Building Development Services



1413 Houston St., Laredo, Texas 78040 • Phone: 956.794.1625 • Fax: 956.795.2998

## **BUILDING BULLETIN 2020-007**

**Date:** November 6, 2020  
**To:** Building Development Services Customers  
**From:** Mr. Arturo Garcia, Building Development Services Director  
Mr. Gerry Pinzon, PE, Building Official  
**Subject:** Commercial Plan Review – **Avolve PaperlessNow**

### **Purpose:**

This information bulletin provides information for submitting commercial plans for review in an electronic format. Beginning August 2020, the City of Laredo Building Development Services began transition to the new **Avolve PaperlessNow** program that allows our customers to apply for commercial permits by submitting plans for review electronically. The Building Development services can review, access and manage the building plans and separate trade permits electronically. Please note that this process only applies for commercial plans.

### **Scope:**

The City of Laredo Building Development Services introduced the software in order to continue conducting business during the pandemic crisis as an online solution for applicants and our building customers.

All commercial plan review's include commercial structures; additions, interior remodels and finish outs; grading permits, site work permits, foundation permits; and shell permits. In addition, it does include all trade permits (i.e. mechanical, electrical, plumbing, fire sprinkler, fire alarm, fire extinguishing suppression systems, hazardous material tanks, underground fire mains, etc.).

### **Process:**

The process begins with a standard building application that easily obtained from our website at [www.cityoflaredo.com/building](http://www.cityoflaredo.com/building). Please make reference to the attached guide and checklist to explain the procedures and guidance for applying for a permit.



# COMMERCIAL PROJECTS GUIDANCE MANUAL

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SEPTEMBER 30, 2020

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**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: C3 Letter Utility Coordination Committee Process

- Prior to submitting for a Building Permit Application, the **C-3 Letter** from the Utilities Coordination Committee is required. In accordance with Ordinance 2005-O-022, "Prior to applying for a construction permit; it shall be required that all projects that will have impact on the public R.O.W. follow the Utility Coordination Process in accordance to the Utility and Coordination Guide and obtain a letter of completion of the process from the Utility Coordination office."

Please contact Mr. Roland Lozano, Utility Coordination Manager by phone at 956-794-1642 or by email at rlozano1@ci.laredo.tx.us

### STEP 2: 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 along with C3 letter (if applicable) to:  
[bldgpermits@ci.laredo.tx.us](mailto:bldgpermits@ci.laredo.tx.us)

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

### STEP 3: 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.

#### Invitation

Hello Icuser01 Applicant:

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

Login:	<a href="mailto:ic01@avolvesoftware.com">ic01@avolvesoftware.com</a>
Temporary Password:	8C54285
Project:	My PaperlessNOW Project
Group:	
Project Owner:	
Owner's Email:	<a href="mailto:ichambers@avolvesoftware.com">ichambers@avolvesoftware.com</a>

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...

ProjectDox

E-mail:

Password:

[Forgot your password?](#)

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ProjectDox

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

Logging into ProjectDox for the first time...

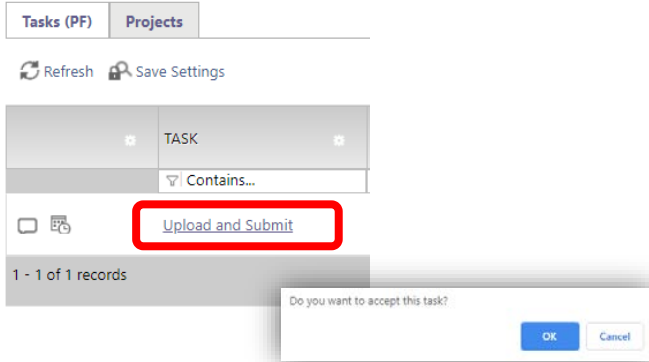
If you received a temporary password, you will need to change it to a permanent password and enter a security question and answer. This question/answer will be something that only you know, and will enable you

to reset your password if you ever forget what it is. If you need to reset your password, contact Alejandra Martinez: [amartinez3@ci.laredo.tx.us](mailto:amartinez3@ci.laredo.tx.us)

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

## STEP 4: Upload Project plans 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.



**\*\*Important Hints:** When creating the file naming, it is recommended not to have more than 25 characters. The limit is 70, but this is too long for the UI.

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 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/Building/>.
- A 2"x2" space is **required** for the City of Laredo- Electronic Stamp when approved. **(This will be located on the Top right area of all the pages)**

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.**

You also have the option to invite other people to the project so they can view comments and corrections requested during the plan review. Invite others by entering first name, last name and email and select either the Applicant or Applicant View Only group in the project.

**UPLOAD AND SUBMIT**

ProjectFlow BUILDING avolve software

**Invite Others to the Project**

Review Information **Invite Others**

**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

**Select Folder then Select Files to Upload from your Computer**

**ProjectDocX** by Avolve Software

Folder: 085 982017 221 N Figueroa St Drawings

Upload Files Upload URL

Browse For Files

Browse for files or drag files into this area.

**Choose File to Upload**

Select your files to upload to this folder:

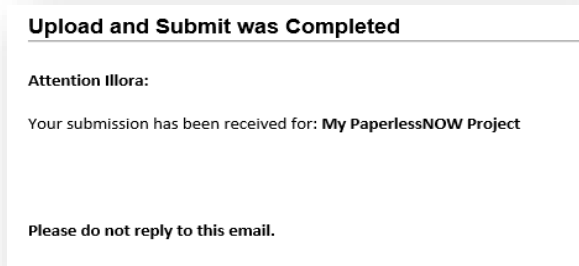
Select Files to Upload View Folders

- 085 982017 221 N Figueroa St Drawings
  - 0406 A-214.pdf
  - Civil C-1.pdf
  - Civil C-3.pdf

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

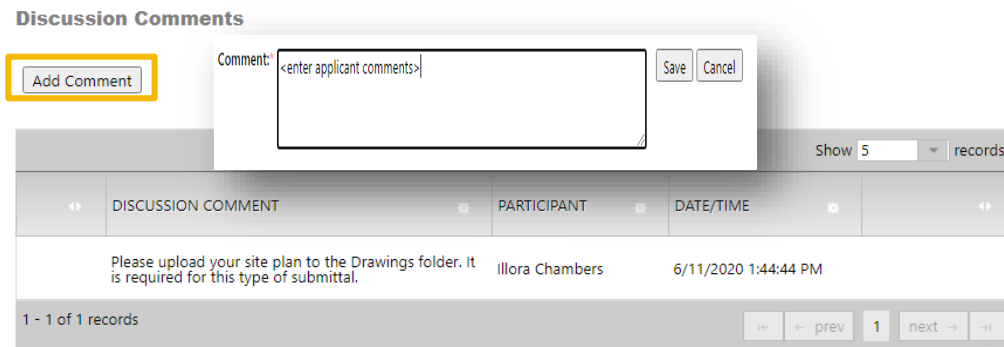
I have uploaded all required plans and documents.

- ❑ 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!



*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.



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

- I have completed all Prescreen requests

Submit Save for Later

## STEP 5: Building Payment for permit fee

- You will be instructed of the amount to be paid for the building permit in the comment section. You can pay online at: <https://click2gov.cityoflaredo.com/Click2GovBP/index.html> through our Click2Gov portal. Once you pay send an email to [bldgpermits@ci.laredo.tx.us](mailto:bldgpermits@ci.laredo.tx.us) with confirmation of payment and permit number.

## STEP 6: 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 7: 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

- o Clicking on the View/Edit Changemark Items button to access the Workflow Review

Changemark Viewer below:

View/Edit Changemark Items (2)

REF #	STATUS	FILE IMAGE	DEPARTMENT	CYCLE	UPDATED BY	FILE NAME	MARKUP NAME	C
2	Unresolved		Electrical	1	Ilora Chambers	0806 A-2.1.6.PDF	IFCElectrical.061120	El
1	Unresolved		Electrical	1	Ilora Chambers	A2-2 2nd Floor Proposed Addition 10031004.pdf	IFCElectrical061120	Ch

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

APPLICANT RESPONSE

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

Save Cancel

- o You have the option to respond to the reviewer comments by entering



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your comments in the “Applicant Response” column on the changemark 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
Electrical		Corrections Required	Please check changemarks and comments for corrections needed.	

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

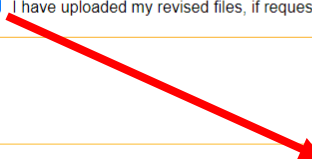
- Use always **THE SAME FILE NAME**. It is required by PojectDox to keep track of the revised plans of the Drawings and Documents folders. The Approved folder is **ONLY** for the **FINAL** Approved Drawings and Folders, **DO NOT UPLOAD** anything in the ‘Approved’ folder.

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 submit**

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



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*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.*

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## **STEP 8: 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 final fees.**

**Mark the task complete and submit**

All fees have been paid

**You will receive an email notification and access to Login to ProjectDox to download your plans from the 'Approved' folder.**

**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:	

[Project Access](#) | [Login to ProjectDox](#)

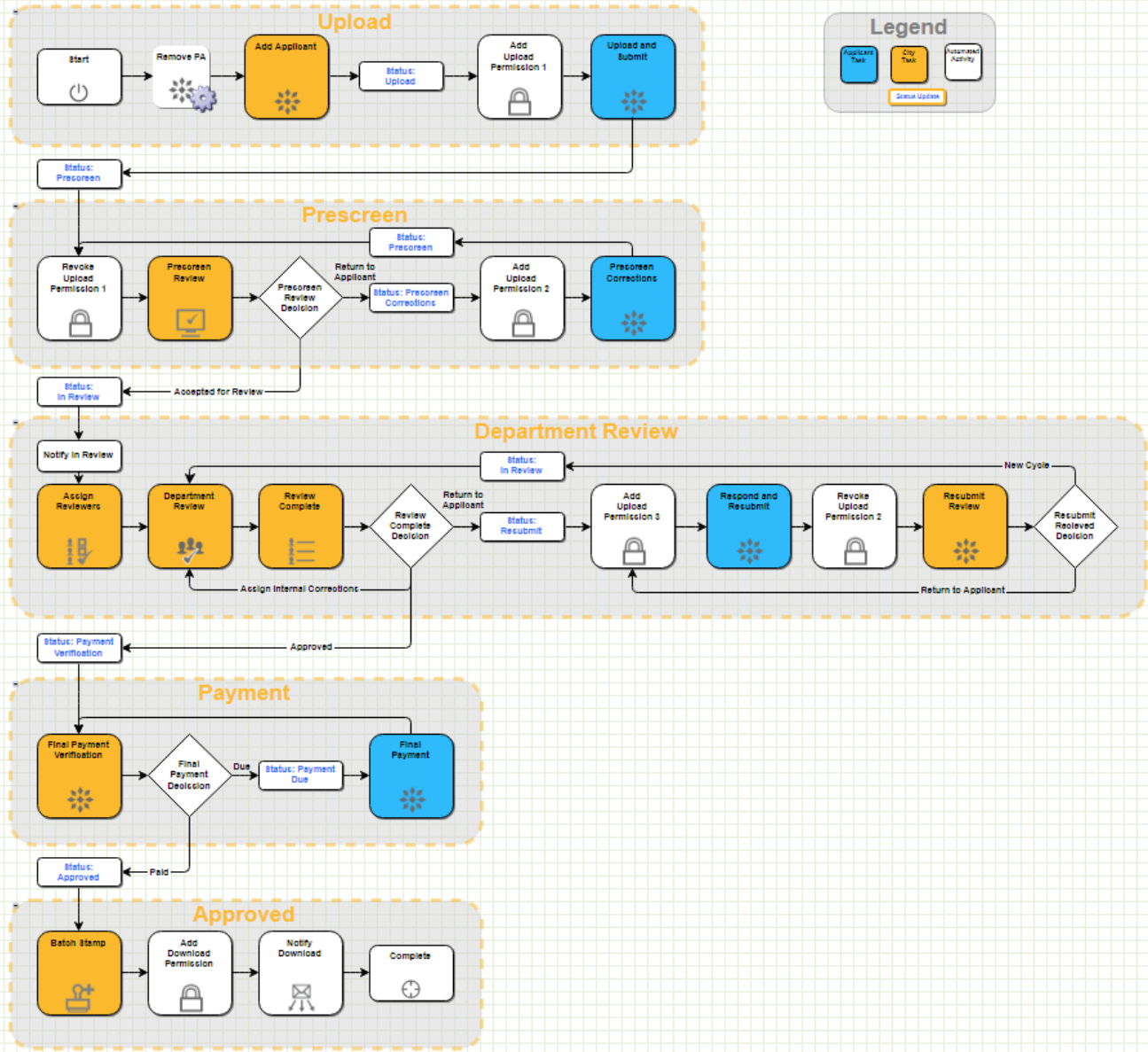
If you do not have access to the specified folder, please contact the [Project Administrator](#).

Please do not reply to this email.

**Approved Logo**



# Best-In-Class PaperlessNOW Building Workflow



## Commercial Reviewers

### Plans Examiners



**PLANS EXAMINER I & II – SUPERVISOR**

Marco A. Gutierrez

[P]: (956) 794-1632

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



**PLANS EXAMINER II / COMMERCIAL  
COORDINATOR**

Alejandra Martinez

[P]: (956) 794-1647

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



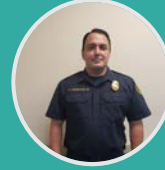
**PLANS EXAMINER II**

Nadia L. Peña

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

### Fire Department



**FIRE PREVENTION INSPECTOR**

Capt. Joe Arredondo III

[P]: (956) 794-1638

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



**FIRE INSPECTOR/ PLANS EXAMINER I**

Jerry Soto

[P]: (956) 794-1633

[E]: [rsoto1@ci.laredo.tx.us](mailto:rsoto1@ci.laredo.tx.us)



**FIRE INSPECTOR/ PLANS EXAMINER I**

Albert Esquivel

[P]: (956) 794-1645

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## Site and Public Improvements



### ENGINEERING

Teresa Esparza, E.I.T.

[P]: (956) 794-1640

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### ENVIRONMENTAL

Victor J. Linares, P.E.

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### ROW

Sinai Castro, E.I.T.

[P]: (956) 794-1523

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

## Site and Public Improvements



### UTILITIES

Humberto Serradell, Jr. P.E.

[P]: (956) 721-2000

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



### UTILITIES

Robert Estrada, Jr.

[P]: (956) 721-2000

[E]: [restrada1@ci.laredo.tx.us](mailto:restrada1@ci.laredo.tx.us)

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.

**Table 1**

**PLANS EXAMINERS:**

YES	N/A	GENERAL
		<b>T1.0 TITLE SHEET (Shall include Drawing Index of all Plan Sheets)</b> <b>T2.0 COMMHECK-BUILDING ENVELOPE</b> <b>T3.0 INTERIOR LIGHTING AND MECHANICAL</b> <b>T4.0 ENLARGED LIFE SAFETY PLANS</b> <b>G000 ABBREVIATIONS, SYMBOLS AND GENERAL NOTES</b> <b>G101 LIFE SAFETY PLAN</b> <b>G102 ACCESIBILITY GUIDELINES AND ADA STANDARDS</b>

YES	N/A	ARCHITECTURAL
		<b>AD1.0 DEMOLITION SITE PLAN</b> <b>AD1.1 DEMOLITION FLOOR PLAN</b> <b>AD1.2 DEMOLITION SECOND FOUR PLAN</b> <b>AD1.3 DEMOLITION DETAILS</b> <b>AD1.4 DEMOLITION CEILING PLAN</b> <b>A0.0 ARCHITECTURAL SITE PLAN</b> <b>A0.1 SITE PLAN ENLARGEMENT</b> <b>A0.2 SITE PLAN DETAILS</b> <b>A0.3 TRASH ENCLOSURE PLAN AND ELEVATIONS</b> <b>AL0.0 LANDSCAPING PLAN</b> <b>AL0.1 LANDSCAPING DETAILS</b> <b>A1.0 FIRST FLOOR PLAN</b> <b>A1.1 ENLARGED FLOOR PLAN</b> <b>A1.2 ENLARGED FLOOR PLAN</b> <b>A1.3 SECOND FLOOR PLAN</b> <b>A1.4 ENLARGED SECOND FLOOR PLAN</b> <b>A1.5 ENLARGED SECOND FLOOR PLAN</b> <b>A2.0 REFLECTED CEILING PLAN FIRST FLOOR</b> <b>A2.1 REFLECTED CEILING PLAN SECOND FLOOR</b> <b>A3.0 ROOF PLAN AND DETAILS</b> <b>A3.1 ROOF PLAN DETAILS</b> <b>A3.2 ROOF REPLACEMENT PLAN</b>

		<b>A3.3 ROOF REPLACEMENT DEMOLITION AND DETAILS</b> <b>A4.1 EXTERIOR ELEVATIONS</b> <b>A4.2 EXTERIOR ELEVATIONS</b> <b>A4.3 EXTERIOR ELEVATIONS DETAILS</b> <b>A5.0 ENLARGED RESTROOMS</b> <b>A5.1 ENLARGED RESTROOMS</b> <b>A6.0 BUILDING SECTIONS</b> <b>A6.1 BUILDING SECTIONS</b> <b>A6.2 WALL SECTIONS</b> <b>A7.0 INTERIOR ELEVATIONS</b> <b>A7.1 INTERIOR ELEVATIONS</b> <b>A8.0 ENLARGED STAIR PLAN, SECTION AND DETAILS</b> <b>A9.0 ENLARGED FLOOR PATTERN PLAN</b> <b>A10.0 DOOR &amp; WINDOW TYPES &amp; SCHEDULES</b> <b>A10.1 DOOR &amp; WINDOW TYPES &amp; SCHEDULES</b> <b>A10.2 DOOR &amp; WINDOW DETAILS</b> <b>A11.0 ROOM FINISH SCHEDULES</b> <b>A11.1 FLOOR PATTERN PLAN</b> <b>A12.0 ELEVATOR PLAN AND DETAILS</b> <b>A13.0 MISCELLANEOUS BUILDING DETAILS</b> <b>A13.1 MISCELLANEOUS BUILDING DETAILS</b>
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YES	N/A	CIVIL
		<b>C1.0 TITLE SHEET (INCLUDES LOCATION MAP)</b> <b>C2.0 GENERAL NOTES</b> <b>C3.0 PLAT</b> <b>C4.0 EXISTING IMPROVEMENTS / TOPOGRAPHIC PLAN AND SURVEY CONTROL</b> <b>C5.0 SITE PLAN</b> <b>C6.0 SITE DIMENSIONAL PLAN</b> <b>C7.0 JOINT LAYOUT PLAN</b> <b>C8.0 UTILITY PLAN (For existing and proposed including Fire protection with X &amp; Y coordinates)</b> <b>C8.1 WATER METER ADDRESS TABLE PER BUILDING (see sample Table 2)</b> <b>C9.0 FIRE PROTECTION COVERAGE</b> <b>C9.1 FIRE APARATUS ACCESS ROAD PLAN</b> <b>C10.0 WATER LINE PLAN &amp; PROFILE 12" FIRE HYDRANT MAIN (STA 0+00 - 16+50)</b> <b>C10.1 WATER LINE PLAN &amp; PROFILE DOMESTIC LINE &amp; SPRINKLER LINE "A"</b> <b>C10.2 WATER LINE PLAN &amp; PROFILE SPRINKLER LINE "B"</b> <b>C11.0 SANITARY SEWER LINE PLAN &amp; PROFILE</b> <b>C12.0 UTILITY DETAILS</b> <b>C13.0 GRADING PLAN</b>

	<b>C13.1 GRADING PLAN CROSS SECTIONS</b> <b>C14.0 STORM DRAINAGE SYSTEM PLAN</b> <b>C14.1 STORM DRAINAGE SYSTEM PROFILES</b> <b>C14.2 STORM DRAINAGE DETAILS</b> <b>C15.0 DETENTION POND PLAN, CROSS SECTIONS AND CONSTRUCTION DETAILS</b> <b>C16.0 EROSION CONTROL PLAN &amp; DETAILS</b> <b>C17.0 RETAINING WALLS PLAN, PROFILES AND CONSTRUCTION DETAILS</b> <b>C18.0 DRIVEWAY AND SIDEWALK PLAN</b> <b>C19.0 DRIVEWAY AND SIDEWALK DETAILS PLAN</b>
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**\*\*\* Utilities Requirements**

**SITE SURVEY-** of existing and proposed water and sewer system including Fire protection with X & Y coordinates. Include the location of easements on the lot

**TRAFFIC CONTROL PLAN** – it needs to reflect actual conditions showing existing driveways, intersections number of existing lanes. No typical TCP from TxDOT.

**WATER CONNECTIONS INSETS** for the proposed meter connections.

**OIL SEPARATOR** (as required).

**GREASE TRAP PLAN AND DETAILS** (as required),

**SECONDARY SEWER LINE PREPARATION** in case of a shell buildings one for the private domestic sewer and one for the private grease sewer line.

**SWPPP** (as required)

**CROSS SECTIONS** (as required)

**METER SIZE WORKSHEET.** No meters on traffic or concrete areas.

**WATER AND SEWER CALCULATIONS** to our water and sewer system.

**TAG OF PROPOSED METERS** at the meter location and at the entrance of the building structure.

**METER SIZE TABLE** (meter suite or apartment number with X & Y coordinates)

**ALL WEATHER ACCESS ROAD MAP** (as required)

**LIFT STATION PLANS AND DETAILS** (as required)

**FORCE MAIN PLANS AND PROFILES** (as required)

**STORAGE TANK AND DETAILS** (as required)

**COMPACTION REQUIREMENTS**

- ✓ Civil plans and MEP plans shall include X & Y coordinates for point of connection from the building to the water mains, sewer mains and fire protection system (coordination between both consultants).
- ✓ Approval from Utilities Director for individual meters for multifamily.
- ✓ Legal Description, address and project at every page.



YES	N/A	STRUCTURAL
		<b>S1.0 STRUCTURAL NOTES</b> <b>S1.1 FOUNDATION PLAN</b> <b>S1.2 FOUNDATION DETAILS</b> <b>S2.1 SECOND FLOOR AND MEZZANINE FRAMING PLANS</b> <b>S2.2 FLOOR FRAMING DETAILS</b> <b>S3.1 ROOF FRAMING PLAN</b> <b>S3.2 ROOF FRAMING DETAILS</b> <b>S4.0 CANOPY FLOOR PLAN</b> <b>S4.1 CANOPY DETAILS</b> <b>S5.0 LADDER DETAILS</b>

YES	N/A	MECHANICAL
		<b>MEP MEP SITE PLAN</b> <b>M0.0 MECHANICAL LEGENDS, SYMBOLS &amp; ABBREVIATIONS</b> <b>M0.1 MECHANICAL SCHEDULES AND DETAILS</b> <b>M1.1 FIRST FLOOR HVAC DEMOLITION PLAN</b> <b>M1.2 SECOND FLOOR HVAC DEMOLITION PLAN</b> <b>M2.1 FIRST FLOOR MECHANICAL PLAN</b> <b>M2.2 SECOND FLOOR MECHANICAL PLAN</b> <b>M2.3 MECHANICAL ENLARGED FLOOR PLANS</b> <b>M2.4 MECHANICAL ENLARGED FLOOR PLANS</b> <b>M3.0 MECHANICAL DETAILS</b> <b>M4.0 MECHANICAL EQUIPMENT SCHEDULE</b>

YES	N/A	PLUMBING
		<b>P0.1 PLUMBING SCHEDULES AND DETAILS</b> <b>P1.1 FIRST FLOOR PLUMBING DEMOLITION PLAN</b> <b>P1.2 SECOND FLOOR PLUMBING DEMOLITION PLAN</b> <b>P1.3 FIRST FLOOR PLUMBING PLAN</b> <b>P1.4 SECOND FLOOR PLUMBING PLAN</b> <b>P1.5 PLUMBING DIAGRAM AND SCHEDULES</b>

YES	N/A	ELECTRICAL
		<b>E0.1 ELECTRICAL LEGEND &amp; SCHEDULES</b> <b>E1.1 FIRST FLOOR ELECTRICAL DEMO PLAN</b> <b>E1.2 SECOND FLOOR ELECTRICAL DEMO PLAN</b>

		<b>E2.0 ELECTRICAL SITE PLAN</b> <b>E2.1 FIRST FLOOR ELECTRICAL PLAN</b> <b>E2.2 SECOND FLOOR ELECTRICAL PLAN</b> <b>E3.1 FIRST FLOOR LIGHTING PLAN</b> <b>E3.2 SECOND FLOOR LIGHTING PLAN</b> <b>E4.1 ELECTRICAL FEEDER SCHEDULES ONE-LINE DIAGRAM</b> <b>E4.2 PANEL SCHEDULES</b> <b>E5.1 ELECTRICAL DETAILS</b> <b>E5.2 POWER &amp; SIGNAL ENLARGED FLOOR PLAN</b> <b>E5.3 LIGHTING ENLARGED FLOOR PLANS</b> <b>E5.2 LIGHT FXTURES SCHEDULES</b>
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**FIRE:**

YES	N/A	FIRE
		<b>F1.0 General Notes/Code Compliance Sheet</b> <b>F2.0 Life Safety Plan</b> <b>F3.0 Architectural Site Plan</b> <b>F4.0 Architectural First Floor Plan</b> <b>F5.0 Architectural Second Floor Plan</b> <b>F6.0 Fire Lane Plan</b> <b>F7.0 Fire Protection Notes, Legends and Details</b> <b>F8.0 Electrical Legends and Schedules</b> <b>F9.0 Electrical Site Plan</b> <b>F10.0 First Floor Electrical (Power) Plan</b> <b>F11.0 Second Floor Electrical (Power) Plan</b> <b>F12.0 First Floor Lighting Plan</b> <b>F13.0 Second Floor Lighting Plan</b> <b>F14.0 Kitchen Equipment Plan</b>

**ENVIRONMENTAL:**

YES	N/A	ENVIRONMENTAL
		<b>ENV1.0 STORM DRAINAGE REPORT (HYDRAULIC CALCULATIONS, FLOOD PLAIN INFORMATION RELATED TO DRAINAGE)</b> <b>ENV2.0 STORM WATER POLLUTION PREVENTION PLAN (SW3P) MANUAL WITH COMPLETED APPLICATIONS, POLLUTION PREVENTION POLLUTION PREVENTION PLAN (, AND NOI/SMALL CONSTRUCTION NOTICE</b> <b>ENV3.0 FLOOD PLAIN CONSTRUCTION PERMIT (MUST COORDINATE WITH FLOODPLAIN ADMINISTRATOR)</b>

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## ENGINEERING:

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YES	N/A	ENVIRONMENTAL
		ENG1.0 RETAINING WALL CALCULATIONS

\*\*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.

### 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

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## 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

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## Fire Reference

- 2012 International Fire Code  
<https://www.nfpa.org>, <https://codes.iccsafe.org> M

## Building Reference

- Building Codes  
<https://www.cityoflaredo.com/Building/building-permit-sources.html#buildingcodes>  
[www.iccsafe.org](http://www.iccsafe.org)
- To pay online  
<https://www.cityoflaredo.com/building/images/files/isi-click-2-gov.pdf>
- NEZ:  
<https://www.cityoflaredo.com/Building/nez-information.html>
- Land Development Code  
[https://www.cityoflaredo.com/Planning/assets/lpcb---2018\\_march\\_2.pdf](https://www.cityoflaredo.com/Planning/assets/lpcb---2018_march_2.pdf)
- Open Data GIS Portal  
<https://maps.openlaredo.com/search?tags=CADASTRAL>
- Permit Applications  
<https://www.cityoflaredo.com/Building/permit-applications-requirements.html>
- 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)

## Site and Public Improvements Reference

- Planning Dates and Deadlines  
<https://www.cityoflaredo.com/Planning/commission-and-boards-meeting-dates-and-deadlines.html>
- Land Development Code  
(<https://www.cityoflaredo.com/Planning/assets/lpcb---2018%2c-march-2.pdf>)
- Subdivision Ordinance  
(<https://www.cityoflaredo.com/Planning/assets/subdivision-ordinance---2016%2c-july-6.pdf>)
- Comprehensive Plan  
(<https://www.cityoflaredo.com/Planning/assets/viva-laredo---city-of-laredo-comprehensive-plan.pdf>)
- 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))
- Code of Ordinances  
([https://library.municode.com/tx/laredo/codes/code\\_of\\_ordinances](https://library.municode.com/tx/laredo/codes/code_of_ordinances))

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- Stormwater Management Ordinance  
(<https://esd.cityoflaredo.com/ESDWeb/Stormwater%20Mgmt%20Ordinance.pdf>)
  - Greenspace Ordinance  
(<https://esd.cityoflaredo.com/ESDWeb/greenspaceFinal.pdf>)
  - Stormwater Management Guidance Manual  
(<https://esd.cityoflaredo.com/ESDWeb/swgm1.pdf>)
  - TCEQ Rules Main Page  
(<https://www.tceq.texas.gov/rules/indxpath.html>)
  - Chapter 290: TCEQ Rules and Regulations for Public Water Systems  
(<https://www.tceq.texas.gov/assets/public/legal/rules/rules/pdflib/290d.pdf>)
  - Chapter 317: Design Criteria Prior to 2008  
(<https://www.tceq.texas.gov/assets/public/legal/rules/rules/pdflib/317.pdf>)
  - Chapter 217: Wastewater Treatment Facility Design Requirements  
(<https://www.tceq.texas.gov/assets/public/legal/rules/rules/pdflib/217b.pdf>)
  - Code of Ordinance, Utilities Section  
([https://library.municode.com/tx/laredo/codes/code\\_of\\_ordinances?nodeId=PTIICOR\\_CH31UT](https://library.municode.com/tx/laredo/codes/code_of_ordinances?nodeId=PTIICOR_CH31UT))