



CITY OF LAREDO

BUILDING DEVELOPMENT SERVICES DEPARTMENT

1120 San Bernardo Ave. Laredo, Texas (956) 794-1625

Application Requirements

Applicant must furnish the following information before a building permit can be issued:

- 1. Owner's name, address, and telephone number**
- 2. Legal Description of property (lot must be legally subdivided or be lot of record)**
Example of legal description: Lot 3, Blk 21 Highland Subdivision Phase II
- 3. Contractor's name, address, and telephone number.**
- 4. Two (2) complete sets of plans drawn to scale:**
 - a. Site or plat plan**
 - b. Floor plan**
 - c. Foundation plan**
 - d. Elevation plan (four sides)**
 - e. Cross section**
 - f. Must show how lots will be drained with arrows on site plans.**
 - g. A landscape plan is required for all commercial and residential building permit applications.**
- 5. Valuation of work (material plus labor)**

Permit Applications are taken from 8:00 am to 4:00 pm Monday – Friday. No permits will be issues after 4:00 pm.

Inspections are scheduled from 8:00 am to 4:00 pm. 24 hour notice is required for inspections. Please call our offices to schedule an inspection.

If you have any questions, please do not hesitate to call the Building Development Services offices at 794-1625.

Note: A certified survey and construction plans for any proposed off-street parking area, or any existing off-street parking area on which construction is proposed will be required before a building permit can be issued (excluding 1 & 2 family dwelling).