



CITY OF LAREDO

BUILDING DEPARTMENT

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
Correct information: 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 & Residential Building Permit application.
5. Valuation of work (material plus labor)

Permit applications are taken from 8:00 a.m. to 4:00 p.m. Monday - Friday No permits will be issued after 4:00 p.m.

Inspections are scheduled from 8:00 a.m. to 4:00 p.m. Twenty-four hour notice is required for inspection. If an inspection is need after 4:00 p.m. you may call the automatic system at 795-2997.

If you have any questions, please do not hesitate to call the Building Department 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 an building permit can be issued (excluding 1 & 2 family dwelling).