

**APPLICATION INSTRUCTION & PROCESS FOR
REQUESTING & PAYING FOR RESIDENTIAL PERMITS**

RESIDENTIAL PERMITS: (Single-Family Unit or Duplexes)

1. Complete Building Permit application (items 1 through 8)
(https://www.cityoflaredo.com/Building/images/permits/applications_building.pdf)
 1. Job Address
 2. Must provide legal description (Ex. Lot 1, Blk 5 Anywhere Subdivision, Phase 4)
 3. Must provide Owner Name, Address, telephone, and email address.
 4. If applicable, (Contractor, Architect, Engineer, or Designer) must provide name, address, telephone and email)
 5. Must provide, Use of Building, select class of work
 6. Must provide description of work to be complete. (Provide details)
 7. Must provide valuation of work to be done (Labor and Materials)
 8. If applicable, complete remaining sections of information
 9. Must sign and date
2. Required attachments/submittals with application
 - a) Site layout or plat of the lot
 - b) Floor plan
 - c) Foundation plan
 - d) Elevation plan (All sides)
 - e) Drainage plan (Must show how lot will drain with arrows on site plans.)
 - f) Landscape plan (Required for all residential building applications)
3. All drawings must be to scale, measurements should be clear and visible.
4. Scan and email application with attachments to bldgpermits@ci.laredo.tx.us
5. You will receive an email within 1-2 business days acknowledging receipt and processing of your application.
6. If any revisions or additional information are needed by the Residential Plan Reviewer you will receive an email requesting the information needed to complete your application.
7. Once your application is approved, you will be sent an email with the permit number to be paid online at <https://click2gov.cityoflaredo.com/Click2GovBP/index.html>
8. Once payment is processed, send return email with payment receipt attached.
9. Permit will be emailed to applicant. It must be printed and posted at the job site at a visible location.