



# City of Laredo

## Building Development Services



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## **BUILDING BULLETIN 2020-003 (Revised)**

**Date:** June 17, 2020

**To:** Building Development Services Customers

**From:** Mr. Arturo Garcia, Building Development Services Director  
Mr. Gerry Pinzon, PE, Building Official

**Subject:** Electronic online payment of building fees via **Click2Gov**

**Purpose:** The City of Laredo Building Development Services is facilitating electronic online payment of building fees for customers. The purpose of this information bulletin is to provide instructions on how to pay online.

**Scope:** The Building Development Services is trying to improve our customer service by providing a secure and faster method of payment online. This will simplify the submittal workflow process with electronic plans and allow for electronic payment via our online service known as **Click2Gov**.

### **Process:**

Once an application is approved electronically, the customer will need to go to the City's website at [www.ci.laredo.tx.us/pay-online.html](http://www.ci.laredo.tx.us/pay-online.html). Customer will click on online services tab and then select "Building Permits".

**Home**

Select Permit

Schedule/Cancel Insp.

Submit Application

Accessibility

New User

Login

Welcome to the City of Laredo **Click2Gov** Building Permits.

This service enables citizens and contractors to complete the most common steps in the building permit process online, including scheduling inspections and viewing inspections results.

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You will then enter your permit number under the description (Ex. 20-12345). You will now be able to see a tab on the left side, showing the amount to be paid (Pay My Bill of \$237.00).

Status Detail	
Parcel ID:	[REDACTED]
Address:	[REDACTED]
Application Date:	05/28/20
Owner:	[REDACTED]
Application #:	20 - 5144
Application Type:	[REDACTED]
Valuation:	\$27,970
Square Footage:	00000000
Tenant Name:	[REDACTED]
Application Status:	IN PLAN CHECK
Tenant Unit Number:	8300
General Contractor:	[REDACTED]
Zoning Description:	NOT AVAILABLE

[Structure Detail](#)

Customers may either pay the full amount or view the itemized amount of the fees by clicking on Application Fees tab and choose the amount to be paid.

Once payment is completed:

Email **Building and other permits** payment confirmation/receipt to the following two (2) emails: [adelgado@ci.laredo.tx.us](mailto:adelgado@ci.laredo.tx.us) and [bavila@ci.laredo.tx.us](mailto:bavila@ci.laredo.tx.us).

Email **Fire permit** payment confirmation/receipt to the following three (3) emails: [jarredondo@ci.laredo.tx.us](mailto:jarredondo@ci.laredo.tx.us), [aesquivel@ci.laredo.tx.us](mailto:aesquivel@ci.laredo.tx.us), and [rsoto1@ci.laredo.tx.us](mailto:rsoto1@ci.laredo.tx.us).

**Please include the permit number in the email.**

### Disclaimer:

**Payment in full does not automatically authorize construction work to begin. Construction work is authorized after plan approval and a permit placard is issued and visibly placed at job site in order to commence work. Please ensure all proper approvals are obtained to avoid any delays.**

Questions can be sent via email directly to all emails noted above.