



BUILDING & SEPTIC PERMIT GUIDE

UPDATED JANUARY 2019

LIBERTY COUNTY PERMIT AND INSPECTION DEPARTMENT

624 FANNIN STREET
LIBERTY, TEXAS 77575
936-336-4560 PHONE
936-253-8222 FAX

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PERMITTING GUIDE

BUILDING PERMITS

Liberty County requires that a building permit be issued for any building 100 square feet or larger constructed OR moved onto a property. This includes, but is not limited to, homes, mobile homes, storage buildings, garaged, workshops etc. A building permit is also issued to obtain electrical service for an existing structure or service to a meter pole.

Note: For residential and commercial properties, you must provide proof of an existing OSSF (On-Site Sewer Facility) system OR purchase a septic permit to install an OSSF system BEFORE a building permit will be issued.

REQUIREMENTS TO OBTAIN A BUILDING PERMIT FOR PROPERTY LOCATED OUTSIDE OF THE FLOODPLAIN OR FLOODWAY ARE:

1. Provide proof, in the form of a letter from a licensed installer or an engineer that an adequate OSSF system exists on the property, or purchase a septic permit to install an OSSF system on the property.
2. Provide a legal description of the property.
3. Provide the square footage of building or mobile home.
4. Provide the year and model of mobile home.
5. Number of bedrooms.
6. Estimated value of building or mobile home

PERMIT FEE: \$125.00

REQUIREMENTS TO OBTAIN A BUILDING PERMIT FOR PROPERTY LOCATED INSIDE THE FLOODPLAIN ARE:

The same as listed above, but you must also provide an Elevation Certificate for the property. (An Elevation Certificate can be obtained from a licensed surveyor or engineer.)

REQUIREMENTS TO OBTAIN A BUILDING PERMIT FOR PROPERTY LOCATED INSIDE THE FLOODWAY ARE:

The same as listed above, but you must provide an Elevation Certificate and a No Rise Certificate. (A No Rise Certificate can be obtained from a licensed engineer.)

PERMIT FEE: FLOODPLAIN AND FLOODWAY PERMITS ARE BASED ON A CHARGE OF \$125.00 plus 0.15¢ per square foot of living space.

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PERMITTING GUIDE

ON-SITE SEWER FACILITY PERMITS

ALL OSSF SYSTEMS MUST BE INSTALLED ACCORDING TO TCEQ REQUIREMENTS (CHAPTER 285 - RULES FOR ON-SITE SEWER FACILITIES)

The first step in acquiring a permit for an OSSF system is to contact a septic installer, site evaluator, registered sanitarian or and engineer licensed in the State of Texas. They will be able to assist you in getting the required paperwork to submit for the OSSF permit.

ALL OSSF APPLICATIONS MUST INCLUDE THE FOLLOWING:

- 1. A SITE EVALUATION OF PROPERTY** - This will determine what type of system will need to be installed. (Must be prepared by a licensed site evaluator or engineer.)
- 2. A DRAWING SHOWING THE LAYOUT AND DESIGN OF THE OSSF SYSTEM** (Must be prepared by a registered sanitarian or engineer.)
- 3. A SIGNED TWO (2) YEAR MAINTENANCE AGREEMENT**
- 4. AN AFFIDAVIT TO THE PUBLIC MUST BE FILLED OUT, SIGNED NOTORIZED AND RECORDED AT THE COUNTY CLERKS OFFICE** (You must provide a copy of this document with your OSSF permit application.)

PERMIT FEE: \$275.00

If you have questions you may call the Engineering Department or contact one of our field inspectors.

Leslie Gomez	936-334-4829
Stephanie Gross	936-334-4855
Melinda Soliday	936-334-2542

**COUNTY OF LIBERTY
LIBERTY COUNTY PERMIT AND/OR SEPTIC APPLICATION
BUILDING DEPARTMENT - PERMIT SECTION**

IMPORTANT - Complete ALL items. Mark boxes where applicable. Print or Type.

1. LEGAL LOCATION _____

BUILDING LOCATION _____

(if in Sub. Div. give Name, Lot Block, Section - On Acreage tracts give Abstract, Tract No., Acreage, etc.)

II. FEE - As Shown below made payable to Liberty County

III. CHARACTERISTICS AND COST OF BUILDING - All Applicants complete Parts A-1

<p>A. Type of Improvement</p> <p>_____ New Building</p> <p>_____ Addition to Building</p> <p>_____ Mobile Home, year, model _____</p>	<p>E. Proposed Use: Non-Residential</p> <p>Residential: _____ Transient</p> <p>_____ One Family (Hotel, Motel, ect.)</p> <p>_____ Two or more _____ Other (give type)</p>
<p>B. Ownership</p> <p>_____ Private (Individual, Corporation</p> <p>_____ non-profit institution, etc.</p>	<p>Families capacity _____</p>
<p>C. Cost</p> <p>_____ Mobile Home</p> <p>_____ New Building</p> <p>_____ Addition to Building</p>	<p>F. Residential Buildings Only</p> <p>Number of Bedrooms _____</p> <p>Estimated Gallon Per Day _____</p>
<p>D. Class Permit</p> <p>_____ Class "A" Non-Floodplain</p> <p>_____ Class "B" Floodplain</p> <p>_____ Precinct</p>	<p>G. Area and Site</p> <p>Floor Area, give gross sq.ft. _____</p> <p>is building on lot _____ or acreage tract _____</p> <p>Give Approximate acreage _____</p>
	<p>H. Type of Sewage Disposal</p> <p>_____ Public or private company</p> <p>_____ Individual (septic tank, etc.)</p>

1. Type of Water Supply _____ **Public or Private Company** _____ **Individual (well)** _____

IV. IDENTIFICATION - To be completed by ALL applicants

NAME	MAILING ADDRESS	ZIP CODE	TELEPHONE
1. Owner	_____	_____	_____
2. Contractor/Installer	_____	_____	_____
3. Site Evaluator/Designer	_____	_____	_____

Signature of Applicant _____

X

DO NOT WRITE IN THIS SPACE

Approved by: _____	Permit Fee _____	Date Permit Issued _____	Permit No. _____
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**AFFIDAVIT TO THE PUBLIC
(OSSF MAINTENANCE)**

**THE COUNTY OF LIBERTY §
STATE OF TEXAS §**

Before me, the undersigned authority, on this day personally appeared _____
who, after being duly sworn, upon oath states that he/she is the owner of record of that certain tract or parcel of land
lying and being situated in Liberty County, Texas, and being more particularly described as follows:
(address and/or legal description printed legibly)

The undersigned further states that a surface sub-surface application on-site wastewater treatment system will be or
has been installed in accordance with the permitting provision of the Rules and Regulations of Liberty County for
On-Site Sewage Facilities and TCEQ.

The undersigned has entered into an initial two-year maintenance agreement, as required by the Texas Commission
on Environmental Quality, Title 30, Texas Administrative Code, §285.7. (c), with an approved maintenance
company for services and repairs to the surface/sub-surface application system. Furthermore, after this two year
period, the owner of an aerobic treatment unit system for a *single family residence dwelling* must either obtain a
maintenance contract with a certified maintenance provider within 30 days or maintain the system personally as per
Title 30, Texas Administrative Code, §285.3 (b) (3) (E).

Further, the undersigned understands that he/she, upon any sale or transfer of the above described property, *may*
request a voluntary transfer of the permit to operate for such surface/sub-surface application system to the buyer or
transferee. Any further buyer(s) or transferee(s) are hereby notified that a maintenance contract with an approved
maintenance company *may be* required for the use of the system. For more information concerning the rules or
regulations on surface/sub-surface application of on-site wastewater treatment systems, please contact the Texas
Commission on Environmental Quality, P.O. Box 13087, Austin, Texas 78711-3087.

WITNESS MY/OUR HAND(S) on this _____ day of _____ 20_____.

Printed Name of Applicant(s)

Signature of Applicant(s)

SWORN TO AND
SUBSCRIBED BEFORE ME on this _____ day of _____ 20_____.

Signature of Notary Public

After filing return to:

**Liberty County Permit And Inspection Department
624 Fannin Street
Liberty, Texas 77575**

LIBERTY COUNTY AREA

SURVEYORS & ENGINEERS

BERGMAN, LOUIS W. IV	CLEVELAND	281-592-6395
BUSCH, HUTCHINSON & ASSOC.	BAYTOWN	281-422-8213
CHAMBERS SURVEYING	MT. BELVIEU	281-576-6788
JOHN THOMAS & ASSOC.	HOUSTON	281-440-7730
JOHNSON, BUTCH	LIVINGSTON	936-3273816
MOORMAN, JOHN C.	LIBERTY	800-689-0103
STEWART, DOUG	CHANNELVIEW	281-452-1762
SURVEYING SPECIALISTS	MT. BELVIEU	281-385-2087
JIM KOOGLER, PE	WOODLANDS	713-305-5371

REGISTERED SANITARIANS

BOSCARINO, KATHY	936-448-5935
COBB, RON	936-646-5115
GARDNER, TODD	936-327-4055
HENSEN, MICHELLE	936-931-9556
HUBERT, WES	936-597-5558
KINSER, SHERRY	936-520-7502
PALMER, BILL	281-360-9168

LIBERTY COUNTY AREA LICENSED INSTALLERS & SITE EVALUATORS

ACKLEY, DAVID	281-399-2738	ALLIED SEPTIC SERVICES
ALDERS, WELDON	936-258-8008	ALDERS CONSTRUCTION
AULTMAN, JAMES	281-593-1242	AMERITEX
BILLS, DAVID	832-233-0964	TEXAS SEPTIC SOLUTIONS
BECKFORD, RAYMOND	832-867-8871	
BLUM, DAVID	281-593-5744	A BETTER WAY
BONDS, RICKY	936-931-5214	RICKY BONDS AEROBIC MGMT
BROWN, RASHAUD	281-656-4433	BROWN SEPTIC
BYRD, ART	281-331-9363	ART BYRD REAL ESTATE INSP.
CRAWFORD, MIKE	936-327-5727	
DAUTERIVE, CARL	409-738-2007	
DEVORE, AL	409-840-6063	
DIGAT, ALEXIS	832-577-9170	
ERB, MARK	713-553-7717	FIRST CLASS SEPTIC SERVICES
GARCIA, LUIS	832-723-9776	GARCIA SEPTIC SERVICES
GARDNER, TODD	936-327-4055	SPECTRUM SEPTIC DESIGN SER
GILSON, GRANT	409-792-9368	
GRIGGS, JERRY	409-752-3411	MODERN AEROBIC TREATMNT
GUILLEN, FELIPE	281-432-9612	
GWIN, MIKE	281-592-1976	MIKE GWIN CONSTRUCTION
HANSEN, MICHELLE	936-931-9556	
HAYNES, KENNETH	281-689-6261	
HENDRICK, PAUL	281-705-2009	PH TEXAS TIMBER & CONSTR
HUBERT, WES	936-597-5558	STERLING SEPTIC
HUSBAND, BILLY	713-299-9260	
JENKINS, CHARLES	936-264-3368	CJ'S PROJECTS & SERVICES
JOSEPH, LEONARD	713-292-3772	
LOWE, AMANDA	409-385-4506	ANDERSON CONSTRUCTION
MCDONALD, TOBY	281-354-9284	TWO SONS ENVIRONMENTAL
MORRIS, BILLY	281-385-6000	EAGLE RENTAL
NEUMAN, ERIC	936-258-7233	BRIGHTYES SEPTIC
PALMER, BILL	281-360-9168	ENVIRO-PAL, INC.
PARRA, CARLOS	832-814-9685	C P DIRTWORKS
PIXLEY, ROBERT	936-329-1455	ROCKING P UTILITY SERVICES
PLATE, DANNY	281-689-1486	
REY, THOMAS	281-429-9749	ALL ABOUT CONSTRUCTION
SCHULDT, RODGER	936-257-1669	SCHULDT CONSTRUCTION
SHERMAN, ELDER	409-267-3063	
SHRADER, JOHN	281-428-2648	ENVIRONMENTAL HEALTH SPECIALTIES
SNYDER, TIM	281-385-6206	
SURFACE, KEITH	281-441-7824	SURFACE SEPTIC SYSTEMS
WARNER, JOHN	281-467-7356	
WEARDEN, NATHAN	713-670-4477	
WHITLEY, PHILLIP, JR.	936-672-6734	CONROE SEPTIC SERVICE
WHITLEY, PHILLIP, SR.	936-760-9460	