



## **BUILDING & SEPTIC PERMIT GUIDE**

***UPDATED NOVEMBER 2024***

**LIBERTY COUNTY PERMIT AND INSPECTION DEPARTMENT**

**624 FANNIN STREET  
LIBERTY, TEXAS 77575  
936-336-4560**

## **BUILDING PERMITS**

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

1. Provide proof, in the form of a letter from a Texas licensed installer or an engineer that an adequate OSSF system exists on the property or purchase a septic permit to install a new OSSF system on the property.
2. Provide a legal description of the property with PID# and/or 911 letter.
3. Provide the square footage of the building(s) or mobile home.
4. Provide the year and model of mobile home.
5. Provide number of bedrooms.
6. Provide estimated value of building or mobile home.

**PERMIT FEE: \$125.00**

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

1. Provide proof, in the form of a letter from a Texas licensed installer or an engineer that an adequate OSSF system exists on the property or purchase a septic permit to install a new OSSF system on the property.
2. Provide a legal description of the property.
3. Provide the square footage of the building(s) or mobile home.
4. Provide the year and model of mobile home.
5. Provide number of bedrooms.
6. Provide estimated value of building or mobile home.
7. Provide an Elevation Certificate for the property. (An Elevation Certificate can be obtained from a licensed surveyor or engineer.)

**PERMIT FEE FLOODPLAIN: \$125.00 PLUS \$0.15 PER SQUARE FOOT OF LIVING SPACE.**

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

1. Provide proof, in the form of a letter from a Texas licensed installer or an engineer that an adequate OSSF system exists on the property or purchase a septic permit to install a new OSSF system on the property.
2. Provide a legal description of the property.
3. Provide the square footage of the building(s) or mobile home.
4. Provide the year and model of mobile home.
5. Provide number of bedrooms.
6. Provide estimated value of building or mobile home.
7. Provide an Elevation Certificate for the property. (An Elevation Certificate can be obtained from a licensed surveyor or engineer.)
8. Provide a No-Rise Certificate for the property. (A No-Rise Certificate can be obtained from a licensed engineer.)

**PERMIT FEE FLOODPLAIN: \$125.00 PLUS \$0.15 PER SQUARE FOOT OF LIVING SPACE.**

**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 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 FILLED OUT, SIGNED, NOTARIZED AND RECORDED AT THE COUNTY CLERKS OFFICE.** (You must provide a copy of this document with your OSSF permit application.)

**PERMIT FEE SEPTIC: \$275.00**

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

**1. Water Supply:** Public or Private Company or Individual (well)      **2. Water Saving Devices:** Yes / No

**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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