



LIBERTY COUNTY PERMITS & INSPECTION DEPARTMENT

624 Fannin Street, Liberty, Texas 77575
Phone: (936) 336-4560 Fax: 936-253-8222

FEE and/or USE SCHEDULE

This Permit Fee Schedule was approved and adopted by the Liberty County Commissioners' Court on the 18th day of December, 2018; said meeting having been dully posted and in compliance with the Public Meeting Act.

****Acceptable payment methods are limited to the following:**

- (1) Cashier's Check or Money Order
- (2) Credit or Debit Card
- (3) Corporate / Company Check

Permits In General:

Building Permit	\$125.00
Building Permit – Floodplain	\$125.00 + 0.15 per square foot
Commercial Building Permit	\$450.00
Commercial Building Permit – Floodplain	\$450.00 + 0.15 per square foot
Commercial Occupancy Permit	\$250.00
Culvert / Driveway Permit	\$125.00 (<i>Renewal Pct. 1 & 2 \$125 / Pct. 3 & 4 \$75</i>)
Re-Inspection Fee for Culvert	\$ 50.00
Electric Meter Permit	\$100.00
Mobile Home Permit	\$125.00
Mobile Home Permit – Floodplain	\$125.00 + 0.15 per square foot
Septic System Permit - Residential	\$275.00
Septic System Permit – Commercial	\$450.00
Septic System Relocate Permit	\$125.00
Re-Inspection Fee for Septic System	\$150.00
Cell Tower Permit	\$500.00
Junk Yard / Scrap Yard Permit	\$500.00
Fireworks Stand Permit	\$300.00 (<i>annual renewal</i>)
Pipeline Permit	\$3,000.00+ road use agreement & surety bond if required by the Commissioner
Logging Permit (1 to 75 acres)	\$150.00 + road use agreement & surety bond if required by the Commissioner
Logging Permit (76 acres or more)	\$250.00 + road use agreement & surety bond if required by the Commissioner
RV Park Permit	\$500.00
Mobile Home Park Permit	\$500.00
Oil Well Permit	\$500.00 + road use agreement & surety bond if required by the Commissioner
Commercial Fuel Tank Permit	\$500.00 storage capacity of 1,000 gallons or more County Fire Marshall to be notified
Communication Permit	\$250.00
Wide Load Permit	\$ 50.00

OSSF Systems:

Permit Applications and system design for on-site-septic facilities (OSSF) must be prepared by a TCEQ Licensed Sanitarian. Installation of OSSF must be done by a TCEQ Licensed Installer. OSSF systems that fail the initial inspection will have to be re-inspected after corrections have been made. Each additional inspection will be billed to the installer. Property owners with an OSSF are required to purchase and have in place a two year maintenance agreement with a company or individual that is licensed by TCEQ to provide this service. Additionally, when the two year contract lapses, property owners are required to purchase and maintain an annual agreement for OSSF maintenance and keep a maintenance contract for the life of the OSSF.

Utility Line or Pipeline Road Crossing:

Crossing of this type may be subject to a road use agreement between the County and the Contractor. Pipelines will be subject to a permit fee. Crossings for utility providers must be cased in steel pipe or schedule 40 PVC pipe. Pipeline crossings will be subject to TXDOT standards for FM Roads and also the Texas Administrative Code Chapter 21.

Road Use Agreements:

Permits for pipelines, oil well drilling and/or well service, logging activities and any type of major heavy construction will normally require a "Road Use Agreement" along with some level of surety bond. Acceptable surety bonds will have no expiration date and/or cancellation date. Surety bonds will be open ended on their life and will be released through a request to release and action by the Liberty County Commissioners' Court. Surety bonds shall contain a listing of roads and the applicant plans to utilize as well as a general statement that "any and all roads damaged by the applicant are covered by the surety bond". Prior to applying for a permit the applicant should contact the Liberty County Engineering Department with the details pertaining to its planned activity. This information will be transmitted to the County Commissioners in whose precinct the activity will take place. The Commissioners will determine the level of surety needed and the details of any periodic maintenance requirements that will be incorporated into an agreement. The County Attorney will review the proposed road use agreements and will submit same to the Commissioner's Court for its consideration and action.

Agreements of this type are normally designed for activities of a relatively brief duration, typically eighteen (18) months or less. Subsequent to approval and acceptance by the Liberty County Commissioners' Court, the Engineering Department shall cause an executed copy of the road use agreement to be placed on file with the Department, the Liberty County Clerk's Office and shall cause a copy of the agreement to be delivered to the applicant and the appropriate Commissioner.

Activities that will extend beyond the above referenced eighteen (18) month time period do not qualify for a Road Use Agreement and must be individually negotiated with the Commissioner in whose precinct the activity will take place. An example of this would be a sand and gravel pit where operational periods may cover many years. Road Use information should be submitted to the County's Engineering Department. The Department will then transmit the information to the appropriate Commissioner for his/her review and the development of terms. Subsequent to both party's acceptance of terms, the Liberty County Attorney will draft an agreement and same will be submitted to the Commissioners' Court for consideration and action. The special agreements will address activities such as long term use of Liberty County right-of-way, long term use of Liberty County roads by heavy haul trucks that exceed the stated load limit and/or other activities that have the potential to do harm to and lessen the life of Liberty County assets. Subsequent to approval by the Commissioners' Court, the Engineering Department will retain a copy of the agreement and shall cause a copy to be recorded with

the Liberty County Clerk's Office. Additionally, the department will deliver and executed copy to the applicant and the appropriate precinct Commissioner.

SUBDIVISIONS

****Developers are urged to make a preliminary contact with the County in the very early stage of their planning and/or property purchase.**

Subdivision Development Fees:

- Preliminary Plat \$250.00 +\$20.00 per lot for the first 100 lots and \$15.00 per lot thereafter
- Final Plat \$350.00 +\$25.00 per lot for the first 100 lots and \$20.00 per lot thereafter
- Record Plat Fee (Mylar) No Charge
- Re-Plat / Revised Plat Fee \$250.00

Development Notes:

- Subdivision Development applications must be accompanied by a cashier's check or money order made payable to Liberty County Texas. Payments may also be made by credit or debit card.
- All changes made by Plat Revision and/or changes to Construction Documents and/or Drainage Plans must be shown in **RED** so as to delineate changes from the original plans.
- Subdivision Developers are advised that Liberty County will not issue permits for home construction until water, sewer and electrical power are available in the subdivision. Subdivision Developers are required to contact the Engineering Department with notification that certain construction activities, as shown below, are about to take place.
- Roadway sub-base testing, stabilization and / or importation of select material Geotechnical reports are required.
- Roadway flexible base material geotechnical testing and installation process
- Driving surface testing and installation
- Drainage installation / open ditches, underground storm sewers and retention and/or detention
- Storm water culvert installation / primary drainage and/or driveway culverts

****The process for securing various County permits vary in regards to the types of information required. The following informational requirements are provided to help our customers know what types of information that they need to bring with them when applying for permits.****

Building, Mobile Home, Electric Meter Permits

911 address (to be secured from the Liberty CAD), driver's license, proof of ownership (warranty deed), inspection report for existing OSSF, account number with electrical provider.

Culvert / Driveway Permit

911 address, driver's license, proof of ownership (warranty deed)

(**NOTE: Culverts located within recently developed subdivisions have culvert sizing requirements that have been preassigned by the subdivision developer. All other locations will be sized according to the storm water ditch size and the prevailing culvert size in the immediate area. Sizing for driveway/culvert permits must be confirmed by an on-site inspection by Liberty County Inspectors/or Precincts. Any culverts installed illegally will be removed by the County.)

Septic System/OSSF Permit

Affidavit to public, copy of two year maintenance contract, proof of ownership (warranty deed), site evaluation, soil analysis, drawing of septic layout, 911 address for septic location, name and address of homeowner, legal description of property, name of OSSF installer, name of OSSF designer.

(**NOTE: OSSF systems may be designed, site evaluated and installed by only those individuals who have been licensed by TCEQ to perform these services. Additionally, it is a requirement that the owner of an on-site septic system continually have in place a maintenance agreement with a contractor that has been licensed by TCEQ to provide these services for the life of the system.)

Commercial Building / Commercial Fuel Tank Permit

911 address, tax ID number or state license, food preparation permit if applicable, driver's license, proof of liability insurance, proof of ownership or lease agreement, site plan to include drainage information, TXDOT driveway information if applicable, letter from County Fire Marshall acknowledging his review of fuel tank and safety protocol if applicable.

Cell Tower Permit

911 address, driver's license, site drawing, statement of work to be done, proof of ownership

Junk Yard / Scrap Yard Permit

911 address, proof of liability insurance, state license (Texas Dept. of Public Safety Certificate of Registration), driver's license, site plan to include drainage information, proof of ownership.

Fireworks Permit

911 address, state license, lease agreement or letter from property owner or proof of ownership, driver's license, liability insurance, site plan

Mobile Home / RV Park Permit

911 address, driver's license, proof of ownership, site plan, drainage information, TXDOT information if applicable, potable water information, electric power provider, OSSF site plan

Oil Well Permit

911 address or identification of site location (8 ½ x 11 map), driver's license, proof of ownership or site agreement with land owner, approval letter from Commissioner, copy of road use agreement if applicable

Logging Permit

911 address or identification of site location (8 ½ x 11 map), driver's license, approval letter from Commissioner, copy of road use agreement if applicable

General Information on Requirements for Driveway Culverts

- Driveway culverts that are installed without a permit are subject to removal by the County. Additionally, the County may issue a citation for installation of culvert without a permit.
- Most of the newer subdivisions have pre-assigned culvert sizes. Please contact one of the Liberty County inspectors to confirm the culvert size you will need. The Liberty County inspectors may be contacted by calling the Engineering Department at 936-336-4560. They may also be contacted directly by cell phone at the following:

Hannah Farmer	936-334-4855
Alfredo Franco	409-504-0976
Norma Ibarra	936-334-4892
Cecily McKinney	936-334-2542

- Culvert installations that fail their initial inspection will require a re-inspection. The fee for this re-inspection is \$50.00
- Culvert pipe installations shall maintain ditch line shoulder slopes of no less than 2 to 1
- The minimum culvert length is 20 lineal feet
- The maximum culvert length shall be 50 lineal feet
- Culverts that exceed 30 lineal feet in length must have an approved clean-out that is located at the center of the culvert