

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 duly posted and in compliance with the Public Meetings 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

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

*** The process for securing various County permits regarding 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 Liberty CAD), drivers license, proof of ownership (warranty deed), inspection report for existing OSSF, account number with electric provider, Elevation Certificate/No-Rise Certificate in Special Flood Hazard Area as required.

Cell Tower Permit

911 address, drivers license, site drawing, statement of work to be done, proof of ownership.

Culvert / Driveway Permit

911 address, drivers license, proof of ownership (warranty deed)

- 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
- 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 936-336-4560, or by cell phone at:
 - 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 is \$50.00 and must be paid prior to the next inspection.
- 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.

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.

Fireworks Permit

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

Junk Yard / Scrap Yard Permit

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

Logging Permit

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

Mobile Home / RV Park Permit

911 address, drivers 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), drivers license, proof of ownership or site agreement with landowner, approval letter from Commissioner, copy of road use agreement if applicable

Septic System/OSSF Permit

Affidavit to the public, copy of two-year maintenance contract, proof of ownership (warranty deed), site evaluation, soil analysis, drawing of septic design, 911 address for septic location, name and address of homeowner, legal description of property, name of OSSF installer, name of OSSF designer. Permit applications and system design for on-site 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 has expired, the property owner is required to purchase and maintain an annual agreement for the OSSF maintenance for the life of the system.

Road Use Agreements

Permits for pipeline, 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 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 Commissioners 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. After 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 Clerks 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) months' time do not qualify for a Road Use Agreement and must be individually negotiated with the Commissioner in whose precinct the activity will take place.

Utility Line or Pipeline Road Crossings

Crossings 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 of

schedule 40 PVC pipe. Pipeline crossings will be subject to TxDot standards for FM Roads and also the Texas Administrative Code Chapter 21.

SUBDIVISIONS

***Developers are urged to make 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 \$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** 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 materials 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