



# **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.**

**Claribeth Macias    936-334-4829  
Alfredo Franco    409-277-0399  
Melinda Soliday    936-334-2542**

**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**