



## **BUILDING & SEPTIC PERMIT GUIDE**

***UPDATED AUGUST 2025***

**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 a 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 using the Liberty County Septic Verification Report 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 using the Liberty County Septic Verification Report 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 using the Liberty County Septic Verification Report 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**

## LIBERTY COUNTY SEPTIC VERIFICATION REPORT

Property Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Inspection Contact: \_\_\_\_\_

Installer: \_\_\_\_\_ License #: \_\_\_\_\_

Inspection Date: \_\_\_\_\_

GPS Latitude and GPS Longitude of Tank: \_\_\_\_\_

<p><b>OSSF TYPE</b></p> <p>Conventional [ ]</p> <p>Aerobic Drip [ ]</p> <p>Aerobic Spray [ ]</p> <p>Other: _____</p>	<p>Are risers visible?    Yes    No</p> <p>Is the separation between the well and the septic meet requirements?</p> <p>Yes    No</p>
<p><b>SEPTIC TANK:</b></p> <p>Tank Size Description _____</p> <p>TYPE MATERIAL _____</p> <p>MANUFACTURER (if visible) : _____</p>	<p><b>SLUDGE LEVEL:</b></p> <p>_____</p> <p>Condition of Sanitary Tees:</p> <p>Inlet T: _____</p> <p>Outlet T: _____</p>
<p><b>Are the following items operating properly?</b> (If this applies to system installed)</p> <p>Aerator: YES NO</p> <p>Filter: YES NO</p> <p>Irrigation Pump: YES NO</p> <p>Disinfection Device: YES NO</p> <p>Electrical Circuits: YES NO</p> <p>Notes: _____</p> <p>_____</p> <p>_____</p>	
<p><b>DISPOSAL AREA</b></p> <p>ANY EVIDENCE OF MALFUCTION? YES NO</p> <p>Visibility of any of the following discharge of pipe, unusual vegetation, localized surface settling?</p> <p>YES NO</p> <p>Does the disposal area meet setback requirements? YES NO</p> <p>Notes: _____</p> <p>_____</p> <p>_____</p>	
<p><b>Does the system meet capacity to be connected to the structure purposed?</b> YES NO</p>	
<p><b>RESULTS:</b></p> <p>_____</p> <p>_____</p> <p>_____</p>	

Installer Signature: \_\_\_\_\_ License Number: \_\_\_\_\_