



Liberty County Permits & Inspections 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 Meetings Act.

****Please note that effective January 15, 2019 the Liberty County Engineering and Permitting Department will no longer accept payment by personal check or cash. Acceptable payment methods are limited to the following:**

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

Permits In General:

Building Permit	\$ 125.00
Building Permit – Floodplain	\$ 125.00 + .15 per square foot for floodplain
Mobil Home Permit	\$ 125.00
Mobil Home Permit - Floodplain	\$ 125.00 + .15 per square foot for floodplain
Comm. Bldg. Permit	\$ 450.00
Comm. Bldg. Permit – Floodplain	\$ 450.00 + .15 per square foot for floodplain
Septic System Permit - Residential	\$ 275.00
Septic System Permit – Commercial	\$ 450.00
Septic System Repair Permit	\$ 25.00
Electric Meter Permit	\$ 100.00
Cell Tower Permit	\$ 500.00
Junk Yard / Scrap Yard Permit	\$ 500.00
Fireworks Stand Permit	\$ 300.00 (annual permit)
Culvert / Driveway Permit	\$ 125.00
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)
Utility Company Notice to Proceed	\$ N/C
Re-Inspection Fee for Culvert	\$ 50.00
Re-Inspection Fee for septic system	\$ 150.00
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 at the rate of **\$ 150.00 per inspection. 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 this two year contract lapses, property owners are required to purchase and maintain an annual agreement for OSSF maintenance and keep same in force for the life of the OSSF.**

Utility Line or Pipeline Road Crossing:

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 while Utility service providers will be required to secure a notice to proceed. 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 that 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 Commissioner in whose precinct the activity will take place. The Commissioner 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 proposed road use agreements and will submit same to the Commissioner's Court for its consideration and action.

Agreements of this type are traditionally 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. These 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 an executed copy to the applicant and the appropriate precinct Commissioner.

Subdivision Development Fees:

- **Development Committee Review** \$ 0
- **Master Plan Review if subdivision will be two (2) sections or larger** \$ 0
- **Preliminary Plat** \$ 250.00 + \$ 20.00 per lot for first 100 lots and \$ 15.00 per lot thereafter
- **Final Plat** \$ 350.00 + \$ 25.00 per lot for first 100 lots and \$ 20.00 per lot thereafter
- **Record Plat Fee (Mylar)** \$ 0
- **Re-Plat / Revised Plat Fee** \$ 250.00

Subdivision Developers are encouraged to contact the County's Subdivision Development Coordinator on matters relating to preliminary platting, final platting and construction inspection. *Developers are urged to make a preliminary contact with the County in the very early stage of their planning and/or property purchase.***

Please Note:

- **Subdivision Development Applications must be accompanied by a cashier's check, 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 Liberty County Subdivision Development Coordinator (936-402-0246) with notification that certain construction activities, as shown below, are about to take place. Subsequent to notification, the**
- **Subdivision Development Coordinator will schedule and conduct field inspections to ensure that construction complies with the sub-division construction plans. Geotechnical information, soils analysis information, sub-base stabilization and base material testing shall be performed by an accredited testing laboratory that is listed on the County's preferred list of vendors.**
- **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 will vary in regards to the types of information required. The following informational requirements are provided to help our customers know what type of information that they need to bring with them when they apply for various permits.****

Building Permit, Mobile Home Permit or Electric Meter Permit

911 address (to be secured from the Liberty CAD) driver's license, proof of ownership (deed), inspection report for existing OSSF, account number with electric power provider, debit/credit card or cashier's check only

Culvert / Driveway permit

911 address, driver's license, proof of ownership (deed), debit/credit card or cashier's check only

(NOTE: Culverts located within recently developed subdivision 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).**

Septic System / OSSF

Affidavit to public, copy of two year maintenance contract, proof of ownership (deed), site evaluation, soil analysis, drawing of septic layout, 911 address for septic site location, name and address of homeowner, legal description of property (deed), name of OSSF installer, name of OSSF designer, debit/credit card or cashier's check only

(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 onsite septic system continually have in place a maintenance agreement with a contractor that has been licensed by TCEQ to provide this service.)

Commercial Building / Commercial Fuel Tank

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, debit/credit card or cashier's check only

Cell Tower

911 address, driver's license, site drawing, statement of work to be done, proof of ownership, debit/credit card or cashier's check only

Junk Yard / Scrap Yard

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, debit/credit card or cashier's check only

Fireworks

911 address, state license, lease agreement or letter from property owner or proof of ownership, driver's license, liability insurance, site plan, *debit/credit card or cashier's check only*

Logging Permit

911 address or identification of site location (8½ X 11 map), driver's license, approval letter from Commissioner, copy of road use agreement if applicable, *debit/credit card or cashier's check only*

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 plans, *debit/credit card or cashier's check only*

Mobile Home Park

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, *debit/credit card or cashier's check only*

Oil Well Permit

911 address or identification of site location (8½ X 11 map), proof of ownership or site agreement with land owner, driver's license, approval letter from Commissioner, copy of road use agreement if applicable, *debit/credit card or cashier's check only*

Utility Company Notice to Proceed

This is a no charge permit. Its purpose is to register small activities such as water line installations, sewer line installations and communication system installations. The applicant should have the following information on hand when the permit application process begins. 911 address, site location (8½ X 11 map), driver's license, detailed contact information

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 culverts that are installed without a permit
- Many of the newer subdivisions may have pre-assigned culvert sizes. Please contact one of Liberty County's field inspectors to confirm the culvert size you will need. Liberty County Field 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

Claribeth Macias (TCEQ Designated Representative)	936-334-4829
Melinda Soliday (TCEQ Designated Representative)	936-334-2542
Alfredo Franco (Inspector)	409-504-0976
Sheila Venegas (Inspector)	936-334-4855

- Driveway / Culvert applications for locations outside newer subdivisions will normally have to have an inspector visit the site and size the culvert. If you plan on applying for a permit, please call one of the field inspectors to request a site visit. It is suggested that
- this be done prior to you making your actual application
- Culvert installations that fail their initial inspection will require a re-inspection. The fee for this re-inspection is \$ 50.00
- Acceptable culvert materials will be cast concrete with male and female collars or corrugated heavy gauge plastic pipe with a smooth inner liner. Plastic pipe shall be joined by the use of approved collars. Damage to concrete pipe collars shall be repaired through the application of stabilized sand or flow-able grout at the point of damaged.
- Culvert pipe installations shall maintain ditch line shoulder slopes of no less than 2 to 1
- Culvert installations should be capped with concrete or no less than 4 inches of rock and/or asphalt and should be finished at an elevation that will provide a smooth driving surface
- The minimum culvert length shall be 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
- Culvert installations that fail the initial inspection will be subject to a \$ 50.00 re-inspection fee
- It should be noted that the replacement of a failed driveway culvert system will require the owner of the property to secure a permit from Liberty County. This permit will be for documentation and sizing purposes and will be provided at no charge to the property owner. If the property owner will purchase an appropriately sized culvert that complies with County standards, then in that case the County will install the culvert at no charge to the property owner. It should be noted that this installation will be accomplished with approved bedding material, side file and driving surface cover rock. The owner shall have these materials delivered to the site prior to the installation of the culvert.

Engineering, Permits and Inspection Department Contact Information:

- (1) David Douglas
TCEQ Designated Representative
Engineering Dept. Administrator & Flood Plain Manager
Office: 936-336-4560
Cell: 936-402-0246
E-mail David.Douglas@co.liberty.tx.us
- (2) Raquel Lule
Senior Permit Clerk (bilingual)
Office: 936-336-4560 extension 2414
E-mail: Raquel.Lule@co.liberty.tx.us
- (3) Nancy Galvan
Permit Clerk (bilingual)
Office: 936-336-4560 extension 2415
E-mail: Nancy.Galvan@co.liberty.tx.us

- (4) **Sandra Mancilla**
Permit Clerk (bilingual)
Office: 936-336-4560 extension 2411
E-mail: Sandra.Mancilla@co.liberty.tx.us
- (5) **Claribeth Macias**
Field Inspector – TCEQ Designated Representative (bilingual)
Office: 936-336-4560 extension 2410
Cell: 936-33 Claribeth.Macias@co.liberty.tx.us
- (6) **Melinda Soliday**
Field Inspector – TCEQ Designated Representative
Office: 936-336-4560 extension 2412
Cell: 936-334-2542
Email: Melinda.Soliday@co.liberty.tx.us
- (7) **Alfredo Franco**
Field Inspector (bilingual)
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