



# MOBILE HOME PARKS

## RV PARKS

Effective Date: August 1, 2018

<b>DATE RECEIVED</b>	<b>PERMIT #</b>	<b>FEE AMOUNT \$ 500.00</b>
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*FOR STAFF USE ONLY:*     OFD     RSH     LOTT     STORMWATER     PLANNING     WATER SHOP

<b>SITE LOCATION</b>
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Site Address: \_\_\_\_\_

Tax Parcel Number: \_\_\_\_\_

Latitude \_\_\_\_\_, Longitude \_\_\_\_\_ (decimal degrees)

<b>TYPE OF WORK</b>
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Building Use Classification: \_\_\_\_\_

<b>NUMBER OF SPACES</b>
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Description of work to be done (Please be specific): \_\_\_\_\_

Project Name: \_\_\_\_\_

\*Value of Construction: \$ \_\_\_\_\_

<b>PROPERTY OWNER</b>
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Owner Name: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

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

<b>GENERAL CONTRACTOR INFORMATION</b>
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Company Name: \_\_\_\_\_

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

Contact Person: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Email Address: \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

State Contractor's License #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

<b>DESIGN PROFESSIONAL (Architect/Engineer)</b>
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Company Name: \_\_\_\_\_

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

Contact Person: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

<b>CONTACT PERSON (This person is designated to receive all project communications)</b>
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Name: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

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

E-Mail Address: \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**BUILDING INFORMATION (if not applicable ) Mark N/A \_\_\_\_\_**

Automatic Sprinkler required	Yes <input type="checkbox"/> No <input type="checkbox"/>	Alarm	Yes <input type="checkbox"/> No <input type="checkbox"/>
Automatic Sprinkler provided	Yes <input type="checkbox"/> No <input type="checkbox"/>	Hazardous Materials	Yes <input type="checkbox"/> No <input type="checkbox"/>
Quick response heads throughout	Yes <input type="checkbox"/> No <input type="checkbox"/>	Basement	Yes <input type="checkbox"/> No <input type="checkbox"/>
Quick response heads per Occupant	Yes <input type="checkbox"/> No <input type="checkbox"/>	Fire Area	Yes <input type="checkbox"/> No <input type="checkbox"/>

Number of Stories \_\_\_\_\_

**IBC SPRINKLER SUBSTITUTIONS (if not applicable ) Mark N/A \_\_\_\_\_**

Area Increase	Yes <input type="checkbox"/> No <input type="checkbox"/>	Height Increase	Yes <input type="checkbox"/> No <input type="checkbox"/>
Unlimited Area	Yes <input type="checkbox"/> No <input type="checkbox"/>	One-Hour Construction	Yes <input type="checkbox"/> No <input type="checkbox"/>
Story Increase	Yes <input type="checkbox"/> No <input type="checkbox"/>	Other _____	Yes <input type="checkbox"/> No <input type="checkbox"/>

**Value of Construction;** The value of construction shall include the prevailing fair market value of all labor, materials and equipment, whether actually paid or not, as well as all finish work, painting, roofing, electrical, plumbing, heating, air conditioning, elevators, fire-extinguishing systems, automatic sprinkler systems, other mechanical systems and other permanent work or permanent equipment, not including furnishings. The Building Official shall make the final determination of the value of construction as specified in Section 108.3 of the International Building Code.

**Expiration of Plan Review:** Applications for which no permit is issued within 180 days following the date of application or approval date shall expire and all fees paid shall be forfeited. Upon written request of the applicant, the Building Official may grant a 90-day extension to the Plan Review time as specified in Section 105.3.2 of the International Building Code. No application shall be extended for a period of more than 90 days.

**Building Owner or Authorized Agent:**

*I hereby certify that I have read and examined this application and know the same to be true and correct, and I am authorized to apply for this permit.*

\_\_\_\_\_  
Signature:

\_\_\_\_\_  
Print Name:

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



**LIBERTY COUNTY**  
**Permitting and Inspection Department**  
624 Fannin Street, Liberty, Texas 77575  
Phone: (936) 336-4560

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Suggested Details For Development of Recreational Vehicle and/or Mobile Home Parks

- Electrical installations should follow current NFPA 70 (NEC) standards
- Entrance gates are to be set back far enough to allow safe entry by users
- Dead end roads in excess of 150 feet should have a 50' diameter turnaround
- Interior roadways must be able to support firefighting apparatus
- Interior roadways should be all weather roads – crushed concrete, limestone, GS 100, asphalt or concrete. Interior roads should have a driving surface of 24'
- Permanent structures and site buildings should have marked fire lanes
- Each RV or mobile home should be identified by numbers easily read from the street
- Individual sites should have a buffer of at least 10 feet from other sites or structures
- Each parking slot should be a minimum of 12 feet in width
- Parking sites should be constructed of material which will prevent low spots and ruts
- Each site should have enough room to park a full size pickup truck beside the recreational vehicle or mobile home
- Parking sites should be constructed of material that prevents low spots and ruts
- A supply of potable water should be demonstrated and provision for sanitary sewer service must also be demonstrated
- Plan drawings showing parking sites, roads, structures and drainage will be required
- Park developers are encouraged to have a single central location where park residents can receive and send mail

# RV Park Required Documents

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- Tax I.D. or State License
- LLC or DBA (Contact Liberty County Clerk)
- Current Driver's License/Identification of the owner of the business
- Business Liability Insurance (Certificate of Liability Insurance)
- Lease Agreement, a Letter from Land Owner, or Proof of Ownership of Property
- Design Layout by a Professional Engineer (If septic design is available, it can be used)

**\*\*\*\*As of February 26, 2020, if your business will be in an enclosed building, you will be required to get an occupancy permit. This one time fee will be \$250. \*\*\*\***