



Date: _____

Permit No: _____

The City of Liberty Community Development Department
Residential Building Permit Application
 Phone: 936-336-3684 | Fax: 936-336-9846 | Email: permits@cityofliberty.org
 1829 Sam Houston, Liberty, Texas 77575

New Construction / Addition [\$0.43 per sq ft] _____ Remodel / Alteration [\$0.28 per sq ft] _____

The undersigned, in accordance with the Building Laws of the City of Liberty, Texas, hereby applies for a residential building permit for the purpose of erecting, remodeling, addition or repairing described as follows:

Job Location: _____

Subdivision: _____ Block No. _____ Lot No. _____

Or Legal Description: _____

Owner Name: _____ Owner Phone: _____

Owner Mailing Address: _____

Owner E-Mail Address: _____

Contractor Name: _____

Contractor Address: _____

Contractor Office Phone: _____ Mobile Phone: _____

Contractor E-Mail Address: _____

Note: Minimum residential setback from property line and lot size requirements are as follows:

- Inside Lot: Front-20 feet; each side – 5 feet; back-10 feet
- Corner Lot: Front-20 feet; street side - 10 feet; interior side – 5 feet; back-10 feet
- Minimum lot size: 5,000 square feet

Structure Set Backs: Front: _____ Side: _____ Side: _____ Back: _____

Residential: **No. Stories** _____ **No. Bathrooms** _____ **No. Bedrooms** _____

Principal type of frame: **Masonry** _____ **Wood** _____ **Steel** _____ **Concrete** _____

Type of heat: **Gas** _____ **Electric** _____ Type of A/C: **Central** _____ **Window Units** _____

Square Footage: _____

Detailed description of work to be done [must be compliant with 2021 IRC]: _____

Other Permits

- _____ Driveway | \$75 *[See Driveway Permit for details and specifications]*
- _____ Fence Installation or Repair *[no permit required for fences 8 feet or shorter. Fences cannot be built on an easement or public right-of-way]*
- _____ Flatwork | \$75 *[No more than 65% of a residential lot may be paved]*
- _____ Foundation Repair | \$50 *[Engineer seal required on repair plans]*
- _____ Irrigation | \$110 *[Signed and sealed plans required]*
- _____ Re-Roof | \$75
- _____ Siding & Soffit Repair/Replacement | \$100
- _____ Generator | \$50 *[See Standby Generator Permit for details and specifications]*
- _____ Solar Panel | \$100 *[See Solar Panel Permit for details and specifications]*
- _____ Swimming Pool (in ground) | \$190 *[Site plan, construction plans and pool specs required; must be compliant with 2021 ISPSC]*
- _____ Swimming Pool (above ground) | \$80 *[Prefabricated swimming pools that are less than 24 inches deep are exempt from permitting]*
- _____ Window Replacement | \$15 per window *[window specifications with U-Factor and/or SHGC required; must be compliant with 2018 IECC]*

I, _____, hereby certify that I have read this application and filled all information required by the City of Liberty. I understand that all work will be performed in compliance with all provisions of the **2021 International Residential Code (IRC), the 2023 National Electric Code (NEC), the 2018 International Energy Conservation Code (IECC), and the 2021 International Swimming Pool and Spa Code (ISPSC)** ordinances and laws adopted by the City of Liberty and State of Texas. I also acknowledge that the City of Liberty or its authorized agent is not responsible or liable for verification of information enforcing deed restrictions, covenants or homeowner association requirements. The City of Liberty shall never be liable for any damage or loss by reason of the issuance hereof. I, as the authorized agent of the owner, will allow the City Manager or his authorized agent access to perform inspections during normal working hours.

*** All permit fees must be paid before any work can begin.**

Submittal Requirements:

NEW CONSTRUCTION / ADDITIONS	REMODEL / ALTERATIONS
<input type="checkbox"/> One set of digital construction documents (must include floor plan and elevations)	<input type="checkbox"/> One set of digital construction documents showing “existing” and “proposed” floor plans
<input type="checkbox"/> Site plan showing all setbacks, property lines and easements	<input type="checkbox"/> Mechanical, Electrical and Plumbing plans (if altering these components)
<input type="checkbox"/> Electrical plan sheet with legend	<input type="checkbox"/> Window specifications (if replacing)
<input type="checkbox"/> Plumbing plans or plumbing riser diagram	<input type="checkbox"/> Foundation repair requires engineer’s seal
<input type="checkbox"/> Mechanical / HVAC plans	
<input type="checkbox"/> Foundation plan signed and sealed by Texas engineer	
<input type="checkbox"/> Framing plan signed and sealed by Texas engineer	
<input type="checkbox"/> Windstorm plans designed for 120 mph ultimate wind speed	
<input type="checkbox"/> Paved driveway shown on the plans (12 feet [min] – 30 feet [max])	
<input type="checkbox"/> RESCheck signed by a design professional or energy inspector	
<input type="checkbox"/> Elevation certified are required if the property is located in the 100-year floodplain (flood Zone A or AE)	
<input type="checkbox"/> Mechanical, Electrical, Plumbing (MEP) and Septic System permits are separate permits. Building permit must be issued before MEP or septic system permits can be issued.	

This _____ day of _____, _____

Applicant Signature: _____

Date of Approval: _____

Approved by: _____

Permit Fees: _____
(updated 01-03-2024)

For Office Use Only (Circle One):

Flood Zone: A, AE

Flood Zone: B, C, X

RESIDENTIAL BUILDING – TYPICAL INSPECTIONS

1. Foundation and Site Inspections

- a. Form Survey
- b. Setbacks
- c. Temporary Meter Loop
- d. **Foundation (Piers)** – Inspection to be performed after pier holes are drilled, but before concrete is poured in the holes. Reinforcing steel must be ready for concrete placement.
- e. **Foundation (Slab)** – Inspection to be performed after all forms, joint, reinforcing and reinforcement supports are in place, but before concrete is poured.
- f. Soil pipe and all in ground plumbing, which may be in or under the slab
- g. Copper pipes in or under slab
- h. Underground Electric

2. Rough Inspections

- a. Electrical rough-in
- b. Plumbing top-out
- c. HVAC / mechanical
- d. Water lines
- e. Gas piping
- f. **Gas test** - A mercury gauge or approved low-pressure air gauge is required for this test. No leakage is permitted. Upon successful completion of this test, permanent gas connection approval will be released.
- g. **Framing Rough** - Electric rough, mechanical rough and plumbing top-out must be inspected and passed before scheduling framing rough.
- h. Poly seal
- i. Insulation
- j. Stucco Lath / Brick Tie

3. Final Inspections

- a. Plumbing
- b. HVAC
- c. Electrical
- d. **Building Final** – Address must be posted on the building in order to receive a final inspection.

RESIDENTIAL BUILDING – SCHEDULING INSPECTIONS

Inspections called in between 8:00am to 4:00pm will be scheduled for the next business day. Inspections that are called in on Friday will be scheduled for Monday. All new construction (commercial and residential), remodels or alterations (commercial and residential) and additions (commercial and residential) require inspections.

Please have the following information ready when you call for an inspection:

- Permit Number
- Address
- Type of Inspection (building, plumbing, electrical or mechanical)
- Name of the contractor
- Contractor contact information

Please call the Permit Technician at 936-336-3684 or email at permits@cityofliberty.org to schedule an inspection.