



Date: _____

Permit No: _____

Accessory Structure/Building Permit Application

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

An accessory building is defined as any structure, either attached or detached from the main dwelling or commercial building, the use of which is incidental to that of the main structure and located on the same lot

Fee is \$0.15 per square foot

Type of Structure		Type of Use	Placement
<input type="checkbox"/> Deck	<input type="checkbox"/> Shed	<input type="checkbox"/> Residential	<input type="checkbox"/> Attached
<input type="checkbox"/> Patio	<input type="checkbox"/> Carport	<input type="checkbox"/> Commercial	<input type="checkbox"/> Detached
<input type="checkbox"/> Porch	<input type="checkbox"/> Garage		
<input type="checkbox"/> Barn	<input type="checkbox"/> Gazebo		
<input type="checkbox"/> Other (specify) _____			

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 accessory building setbacks from property line and lot size requirements are as follows:

- Inside Lot: Front - 20 feet; each side – 3 feet; back – 3 feet
- Minimum Lot Size: 6,000 square feet

Structure Setbacks: Front _____ Side _____ Side _____ Back _____

*All accessory structures must meet minimum setbacks and lot size

Will any of the following be provided to the structure?

UTILITIES (SELECT ALL THAT APPLY)	FOUNDATION TYPE (SELECT ONE)
Plumbing: ___ Yes ___ No	___ CONCRETE SLAB
Gas: ___ Yes ___ No	
Electrical: ___ Yes ___ No	___ PIER AND BEAM
HVAC ___ Yes ___ No	

Square Footage: _____

Detailed list of building materials to be used: _____

SUBMITTAL REQUIREMENTS		
Site Plan	<input type="checkbox"/> Included <input type="checkbox"/> Not Included	Site plan must show 1) setbacks and 2) proposed location of accessory structure <i>(hand drawn/sketch plans are acceptable)</i>
Construction Plans	<input type="checkbox"/> Included <input type="checkbox"/> Not Included	Construction documents must include a floor plan and show all dimensions

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 the **2018 International Residential Code (IRC)** and/or the **2018 International Building Code (IBC)** and 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. 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.**

GENERAL PROVISIONS

- Right-of-way: Accessory buildings shall not be located within or over an easement or public right-of-way.
- Elevation certificates are **required** for properties located in flood Zone A or AE
- One-story accessory structures 120 square feet or smaller do not require a permit

This _____ day of _____, _____

Applicant Signature: _____

Date of Approval: _____

Approved by: _____

Permit Fees: _____
 (updated 11-10-2022)

<p>For Office Use Only (Circle One):</p> <p>Flood Zone: A, AE</p> <p>Flood Zone: B, C, X</p>
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