



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"/> Accessory Dwelling Unit (ADU) (garage apartment, in-law suite, guest house, etc.)			
<input type="checkbox"/> Other (specify) _____			

Job Location: _____

Subdivision: _____ Block No. _____ Lot No. _____

Or Legal Description: _____

Owner Name: _____ Owner Phone: _____

Owner Mailing Address: _____ Owner Email: _____

Contractor Name: _____

Contractor Address: _____ Contractor Email: _____

Contractor Office Phone: _____ Mobile Phone: _____

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: 5,000 square feet (50 x 100)

Structure Setbacks: Front _____ Side _____ Side _____ Back _____

*All accessory structures must meet minimum setbacks and lot size

Square Footage: _____

Detailed list of building materials to be used: _____

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	

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, framing plan, foundation 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 structures shall not be located within or over an easement or public right-of-way.
- Location: Accessory structures shall only be located in the side or rear yard
- Drainage: Commercial projects larger than 1,000 square feet require detention
- Lot Coverage: No more than 65% of a residential lot may be paved
- Deed Restrictions: All deed restrictions must be verified by the property owner
- Certain accessory structures are required to be designed by an engineer
- Elevation certificates are **required** for properties located in flood Zone A or AE
- ADUs are only allowed on residential property
- ADUs must meet all code requirements in the 2018 IRC
- Property owners are allowed 1 ADU per lot

This _____ day of _____, _____

Applicant Signature: _____

Date of Approval: _____

Approved by: _____

Permit Fees: _____
(updated 08-09-2023)

For Office Use Only (Circle One):

Flood Zone: A, AE

Flood Zone: B, C, X

ACCESSORY BUILDING SITE PLAN

EXAMPLE – FOR INFORMATIONAL USE ONLY

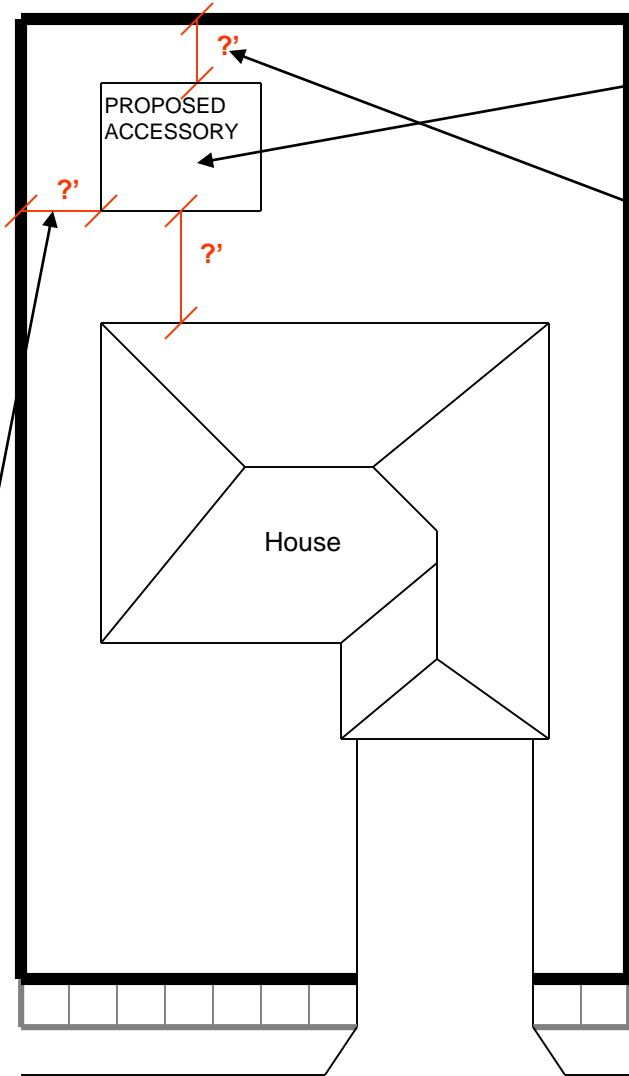
Property lines need to be indicated with heavy black line.

House and any other structures on lot need to be drawn on plan.

Dimensions needed at the question marks.

Site Plan can be hand drawn, but must be drawn to scale. Please use a ruler when drawing.

The side setback is a minimum of 3 feet from the property line



Accessory buildings may only be located in the side or rear year

The rear setback is a minimum of 3 feet from the property line

If you have any additional questions please contact the permit technician at: 936-336-3684.

STREET