



# City of Hempstead

## Building Department

733 12<sup>th</sup> Street, Hempstead, Texas 77445

TEL 979-826-2486 / [permits@hempsteadcitytx.gov](mailto:permits@hempsteadcitytx.gov) / FAX 979-826-6703

[www.hempsteadcitytx.com](http://www.hempsteadcitytx.com)

Permit Number: \_\_\_\_\_

### Building permit Application

\*Owner's Name: \_\_\_\_\_ \*Date: \_\_\_\_\_

\*Owner's Current Address: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

\*Mobile Number: \_\_\_\_\_ \*Home Phone: \_\_\_\_\_

\*Property Address of Project: \_\_\_\_\_ \*Block: \_\_\_\_\_ \*Lot: \_\_\_\_\_

\*Square Footage: \_\_\_\_\_ Proposed Start Date: \_\_\_\_\_ Is Building in a flood Zone? \_\_\_\_\_

Occupancy Type: (Circle one) Residential or Commercial \*Valuation of work: \_\_\_\_\_

\*\*\*\*\*

**All contractors must have a certificate of liability insurance with the city of Hempstead as the holder!**

Contractor's Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Contractor's Address: \_\_\_\_\_ Email Address: \_\_\_\_\_

**\*\*\* ALL PERMITS MUST BE DISPLAYED AT THE SITE LOCATION \*\*\***

Building Fee- \_\_\_\_\_

**Fees double if work is performed without permit being issued.**

Plan Check Fee- \_\_\_\_\_

**NON-TRANSFERABLE / NO REFUNDS**

**Total application fee- \_\_\_\_\_**

Approved by Building Official / Building Inspector / Zoning Officer: \_\_\_\_\_

### Residential Project Planning/ Permit Guide

Current Building Codes: 2021 International Residential Building Codes / 2020 National Electric Code

Provide the following information for plan review and approval:

- Construction Plans, two (2) full size sets **24"x36" or 11"x17"** providing they are readable. (Foundation and framing plans must be stamped/signed by a State of Texas licensed Architect/Engineer)
- Site plans
- Signed/stamped survey
- Plumbing riser diagram (Gas, Water, DWV)
- Electric layout and load analysis
- HVAC Layout
- Energy code compliance report
- Flood plain certification/approval
- Drainage plan (show on site plan)

**SEPARATE PERMITS ARE REQUIRED FOR ELECTRICAL, PLUMBING, MECHANICAL TRADES AND DRIVEWAY. APPROVED PERMIT BECOMES VOID IF THE WORK OR CONSTRUCTIONS AUTHORIZED BY THIS PERMIT HAS NOT COMMENCED WITHIN 180 DAYS.**

Continue



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Permit Number: \_\_\_\_\_

### General Information:

- Permits will be issued for lots on approved subdivision plat, on file with the Building Department.
- Have your structure designed to meet 3 second gust wind speed, IRC, Section R 301
- Approved plans must be available on site for the building inspectors to view when necessary.
- Address must be visible from the street.
- Plan check fees are due upon submission of plans/drawings. All other applicable fees are payable upon final approval of the building permit.

**Note:** Drawings containing a label such as “not for construction” or “for pricing only” will not be accepted for permit application.

I hereby certify that I have read and examined this document and know the same to be true and correct. All provisions of law and ordinances governing this type of work will be complied with whether specified herein or not. I further understand that plans submitted for approval will be subjected to a comprehensive check against municipal ordinance and building code. Plans that must be returned for modification or corrections for compliance with ordinance or code will be subject to review in order of submittal.

**Under no circumstances will paid fees be refunded or transferred. Applications and plans will be held for 180 days. After 80 days this application and plans will be voided and disposed of unless a valid building permit is issued.**

***ASBESTOS SURVEY:** The Texas Department of Health in accordance with Senate Bill 509 requires municipalities to verify that an asbestos survey has been done on Public and Commercial Buildings prior to issuing renovation or demolition permits:*

Asbestos Survey Performed: (check) Yes \_\_\_\_\_ No \_\_\_\_\_

### **NOTICE**

I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT, THE GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIALTE OR CANCEL THE PROVISIONS OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.

\_\_\_\_\_  
Signature of Contractor or Owner

\_\_\_\_\_  
Date