

PERMIT #: \_\_\_\_\_

**CITY OF HEMPSTEAD**  
1125 AUSTIN STREET  
HEMPSTEAD, TX 77445  
Ph. 979/826-2486 \*\*\* Fax 979/826-6703  
[www.hempsteadcitytx.net](http://www.hempsteadcitytx.net)

(Circle One) **DEMOLITION or MOVE-OUT ALERT!**

**72 Hrs. prior notice required; for inspection and utility services disconnections.**

(Please Print)

**\* You will be notified when all utilities are disconnected from the building.**

TODAY'S DATE: \_\_\_\_\_

OWNER'S NAME: \_\_\_\_\_

BUILDING ADDRESS / LOCATION: \_\_\_\_\_

CONTRACTOR'S NAME: \_\_\_\_\_

CONTRACTOR'S ADDRESS: \_\_\_\_\_

CONTRACTOR'S PHONE NUMBER: \_\_\_\_\_

ANTICIPATED DATE OF DEMOLITION or MOVE-OUT: \_\_\_\_\_

\* FEE AMOUNT: \$ \_\_\_\_\_

\*\*\*\*\*

(This portion is for office use only.)

**ATTENTION! JOHNNY / TERRY / TOMMY**

	<u>DATE NOTIFIED</u>	<u>DATE COMPLETED</u>
WATER DEPT.	_____	_____
GAS DEPT.	_____	_____
ELECTRIC DEPT.	_____	_____

**\*PLEASE NOTIFY PERMIT DEPT. WHEN SEVICES HAVE BEEN DISCONNECTED.**

**THANKS!**

**Gloria Boone / Floyd Richard / Alvaro Trujillo**

(Please email a copy to Pat Coleman)

EMAILED \*\*\* Date: \_\_\_\_\_ / Time: \_\_\_\_\_ A.M. / P.M.

**\* Your cooperation is appreciated.**

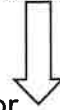
## DEMOLITION REQUIREMENTS / PROCEDURES

The CITY OF HEMPSTEAD requires a permit for the demolition of all buildings or structures, the fee shall be:

0 up to 100,000 cu. ft.	\$ 50.00
100,000 cu. ft. and over	\$ 0.50 / 1,000 cu. ft.

\*\*\*\*\*

READ AND INITIAL EACH.



1. Contactor must provide written authorization from legal property owner for proposed Demolition. Document must be notarized. \_\_\_\_\_
2. Schedule appointment with the Building Inspector or Code Officer for a property/site visit to determine scope of work. \_\_\_\_\_
3. Contactor must complete demolition application form and pay required fee (see fee schedule above). \_\_\_\_\_
4. Contactor must **call 811** prior to any excavation. \_\_\_\_\_
5. Utilities must be disconnected and removed by city employees, (contractor must not begin any work until advised by the permit office). \_\_\_\_\_
6. Contactor will be notified of date demolition work may begin and the demolition permit will be issued at this time. \_\_\_\_\_
7. Contactor is responsible for completion of all items listed in the scope of work (generally the structure must be removed to include all waste materials, abandoned vehicles, rubbish, tall weeds/grass (must be cut 6" or less in height), sidewalks, steps and non compliant fencing. Backfilling of low areas to prevent water ponding may be required. \_\_\_\_\_
8. Contactor must locate and **seal (cap) all sewer waste inlets 4"** above final approved grade. \_\_\_\_\_
9. Contactor must schedule a final inspection of work site with the Building Official or Permit Clerk for approval of demolition work. \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

\*\*\*\*\*

**Note:**

1. Demolition Permit is good for **30 days** from date of issuance.
2. Contactor is responsible for all financial arrangements.