



CITY OF HEMPSTEAD

1125 Austin Street
Hempstead, Texas 77445
Phone # 979-826-2486
Fax # 979-826-6703

Construction Package

Building Department

733 12TH Street Hempstead, Texas 77445

Building Official - Kollye Kilpatrick
Building Inspector / Fire Marshal - Frank Rodriguez

Code Enforcement Officers

Gloria Boone / Floyd Richard
Permit Clerk - Alan Garfias

permits@hempsteadcitytx.gov

Public Works Department

1405 8TH Street
Hempstead, Texas 77445
Phone # 979-826-8313

Director of Public Works - Rooster Smith
Assistant Director of Public Works - Pat Coleman
Electrical Superintendent - Tommy Bell
Gas Superintendent - Blake Duncan
Meter-Connect & Disconnect - Terry Toliver/Joshua Hayes
Wastewater Treatment Plant Supervisor – Eric Kilpatrick

CITY OF HEMPSTEAD CONSTRUCTION PREPARATION GUIDE

1125 Austin Street
Ph 979/826-2486 *** Fax 979/826-6703

Discuss proposed work with *Building* or *Code Official*.

Review the *Land Use Matrix* information.

Review lot (property) *Standards Information*.

Obtain *zoning compliance* approval.

Review flood zone mapping.

Obtain and update of Property / Conditions Survey.

Obtain and *Environmental Survey*.

Locate existing *Survey Pins (leave pins exposed)*.

Discuss availability and capacity of utilities required with Public Works Director.

Determine *street* or *roadway access* to property.

Request an estimated for *Utility Services*.

Schedule a site visit with *Building Inspector* and *Public Works Director*.

Proof of ownership of property must be provided.

Submit *Engineered Design Plans* for review.

Prior to any form of construction or demolition call **811** for location of buried utility and communication lines.

Fill out and submit Building Permit Application and any other permits required for project.

All *Building, Electrical, Plumbing and Mechanical* work will require inspections.

NOTES:

1. Non-residential projects with cost in excess of **\$50,000.00** must be registered with the ***Texas Department of licensing and registration (TDLR)*** for compliance with Texas.
2. Restaurant / Food Sales require *Food Managers License* and *Grease Interceptor*.
3. *Backflow Preventors* required for specific use facilities.
4. *Domestic water shut-off valve* required on customer side of service line ***within 24"*** of water meter.
5. *Commercial building* requires an ***exterior electrical service disconnect device***.

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)
- ☐ Top of Foundation finished floor must be 12 inches above crown of nearest paved street

**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.**

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 180 days this application and plans will be voided and disposed of unless a valid building permit is issued.

Date: _____

Signature: _____

Printed Name: _____

City of Hempstead

Building Department
733 12th Street
Hempstead, TX 77445
Tel. 979/826-2486 *** Fax 979/826-6703
permits@hempsteadcitytx.gov

RESIDENTIAL INSPECTION STAGES

1. Setback/Building Line Inspection (*Survey pins must be visible at this time*)
2. Plumbing In-Ground / Rough-In Inspection
3. Foundation Inspection
 - Form Survey required at time of Foundation Inspection.
4. The following Inspections will be done at the same time.
 - Framing Inspection
 - Plumbing Top-out Inspection
 - Electrical Rough-in Inspection
 - Mechanical Rough-in Inspection
5. Insulation Inspection
6. T-pole, Driveway, Water Line and Sewer Line Inspections can be done any time.
7. Electrical TCI Inspection
8. Final Gas Test Inspection
9. All Final Inspections will be done at the same time.
 - Building Final Inspection
 - Electrical Final Inspection
 - Mechanical Final Inspection
 - Plumbing Final Inspection

*You are required to have a master's license in order to pull a permit in your respective trade.

*The **General Contractor** is responsible for requesting all inspections. When requesting an inspection call the City Building Department.

*If a **Re-Inspection** is required, there will be a **\$50.00** charge per **Re-Inspection**, payable by the General Contractor before the inspector will re-inspect.

CITY OF HEMPSTEAD

CURRENT BUILDING

CODES

- **2021 INTERNATIONAL BUILDING CODE**
 - **2020 NATIONAL ELECTRIC CODE**
 - **2021 FIRE CODE**
-

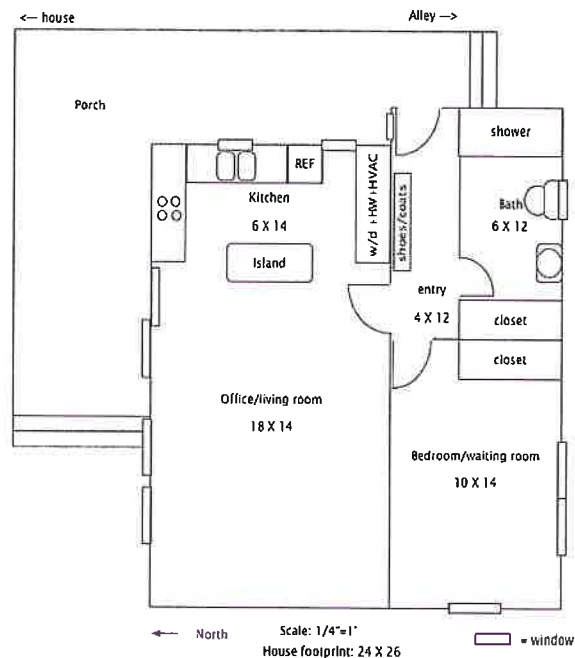
- **CÓDIGO INTERNACIONAL DE
EDIFICACIÓN 2021**
- **CÓDIGO ELÉCTRICO NACIONAL 2020**
- **CÓDIGO DE FUEGO**

ATTENTION: HOME BUILDERS

ATENCIÓN: CONSTRUCTORES DE CASAS

**DRAWINGS OF YOUR HOUSE
PLANS MUST BE STAMPED BY A
LICENSED ARCHITECT OR
ENGINEER.**

**LOS DIBUJOS DE LOS FUNDAMENTOS Y ESTRUCTURAS
DE LOS PLANOS DE SU CASA DEBEN ESTAR ESTAMPADOS
POR UN ARQUITECTO O INGENIERO CON LICENCIA.**



**YOU ARE REQUIRED TO
(USTED ESTÁ OBLIGADO A)**

**CALL 811
(LLAMAR 811)**

**BEFORE YOU START
(ANTES DE QUE EMPIECES)**

**DIGGING
(EXCAVACIÓN)**

**A free service for your safety.
(un servicio gratuito para su seguridad)**

BUILDING OFFICIALS MUST VERIFY **ARCHITECTURAL** **BARRIERS REGISTRATION**

Senate Bill 484, which became effective on June 17, 2001 requires building officials, prior to accepting an application for a construction permit for a non-residential project that will cost in excess of \$50,000.00, to verify that the building or facility has been registered with the Texas Department of Licensing and regulation (TDLR) for compliance with Texas Accessibility Standards. A city is not responsible under the bill for confirming that the building is in fact approved by TDLR, but simply must verify that the project has been initially registered with TDLR.

Projects registered with TDLR will have a project number assigned by the department. Cities may wish to add a space on their permit registration forms requesting this TDLR project number. If further action is needed to facilitate the verification of registration, a city may obtain additional information from TDLR.

Registration may be verified online as follows:

Access the TDLR website at www.license.state.tx.us

Click on "licensing and Enforcement Databases"

Click on "architectural barriers project Database"

Type in the project number in the appropriate field and press enter or click "search"

Review results.

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Executive Director – Frank Sturzl General – Susan Horton Director of legislative services – Shanna Igo Legislative Associate – Snapper Carr

For further information contact the TML Legislative Services Department

1823 Rutherford lane, suite 400 Austin, Texas 78754 – 5128 / (512) 719-6300 Fax (512) 719-6390

Section 3.12

LOT STANDARDS AND SETBACKS

Zoning District	Minimum Lot Area	Minimum Lot Width	Minimum Lot Depth	Maximum Residential Density	Minimum Front Yard	Minimum Rear Yard	Minimum Side Yard	Maximum Lot Coverage	Maximum Lot Height
AR - Agricultural/Residential	6,250 sq. ft.	50 feet	125 feet	1 dwelling	5 feet	5 feet	5 feet	50%	45 feet *
R-1 - Single-Family Residential	6,250 sq. ft.	50 feet	125 feet	1 dwelling	25 feet *	5 feet	5 feet	50%	35 feet *
R-2 - Multi-Family Residential	9,375 sq. ft.	75 feet	125 feet	2 dwelling	5 feet	5 feet	5 feet	50%	35 feet
R-3 - Multi-Family Residential	12,500 sq. ft.	100 feet	125 feet	1500 sq ft.	5 feet	5 feet	5 feet	50%	35 feet
MH - Manufactured Housing	6,250 sq. ft.	50 feet	125 feet	1 dwelling	25 feet	5 feet	5 feet	50%	35 feet
CBD - Central Business District	None	None	None	None	None	None	None	100%	50 feet *
NC - Neighborhood Commercial	12,500 sq. ft.	100 feet	125 feet	NA	25 feet	25 feet	15 feet	60%	35 feet
HC - Highway Commercial	12,500 sq. ft.	100 feet	125 feet	NA	25 feet	25 feet	15 feet	65%	35 feet *
PS - Planned Shopping	2 acres	200 feet	200 feet	NA	25 feet	25 feet	15 feet	65%	35 feet *
LM - Light Manufacturing	1 acre	100 feet	100 feet	NA	35 feet	35 feet	25 feet	75%	50 feet
PUD - Planned Unit Development	2 acres								

City of Hempstead

1125 Austin Street

Hempstead, Texas 77445

979-826-2486

REQUEST FOR UTILITIES AND STREET AND ACCESS FORM

(IMPORTANT NOTICE)

When purchasing property and/or planning to build a house or commercial building in the City of Hempstead please be aware that the utilities may not be available on the directly to the lots(s) is/are/undeveloped, it is possible that utilities have been run directly to the lot(s), the City of Hempstead will **access** whether **all** or **certain** services (electric, water, sewer and gas) can be supplied to your property.

Take note if there is not an existing hard surface street/road which allows access to your property, it is important to enquire whether there are future plans to build and/or in some cases extend a street/road before your project begins. You will need to fill out an agenda request form, to go before city council for approval of a street/road to be built.

*****for a schedule of council meeting, contact the city secretary*****

If you are not sure utilities are available on the property, please fill out and submit the **Utility Cost Request and Street Access Form**.

1. The city block and lot number.
2. The street name and/or location of the property.
3. If more than one lot, indicate which lot(s) the utilities will be needed.
4. If structure is to be built on corner lot, indicate which direction it will face.

After the utility estimate is done, all costs **including tap fees**, will be the responsibility of the **property owner**.

****ALL FEES MUST BE PAID, BEFORE WORK BEGINS****

Deposit of utilities: Utility deposit will cover all utilities.

Residential: A Three Hundred Fifty Dollar (\$350.00) deposit in cash or money order must be paid before utilities will be connected.

Commercial: The amount of deposit will be determined by the utility billing department.

City of Hempstead

1125 Austin Street
Hempstead, Texas 77445
(979) 826-2486

UTILITY COST REQUEST AND STREET ACCESS FORM

(PLEASE PRINT)

NAME OF PERSON MAKING THE REQUEST: _____

ADDRESS OF LOCATION OF SERVICE: _____

BLOCK NUMBER OF SERVICE DESIRED: _____

LOT NUMBER OF SERVICE DESIRED: _____

IF CORNER LOT, INDICATE WHICH DIRECTION THE STRUCTURE WILL FACE:

PLEASE MARK WITH AN "X" THE SERVICE(S) YOU ARE REQUESTING:

*Indicate the direction of all utility connections.

____ GAS *BTU'S: _____

Gas direction: _____

____ WATER **REQUIRED**

Water direction: _____

____ SEWER

Sewer Direction: _____

____ ELECTRICITY

Electricity direction: _____

____ INSTALLATION OF CULVERTS

(office use only: _____ Size)

*Please at least two stakes in the area where culverts will be installed, then notify **Public Works (979) 826-8381**

____ STREET/ROAD TO ACCESS PROPERTY

SIGNATURE OF PERSON MAKING THE REQUEST: _____

DATE: _____

PHONE NUMBER: _____

FAX NUMBER: _____

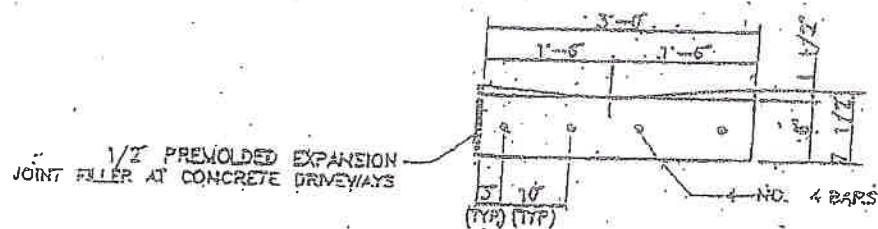
CELL PHONE NUMBER: _____

EMAIL: _____

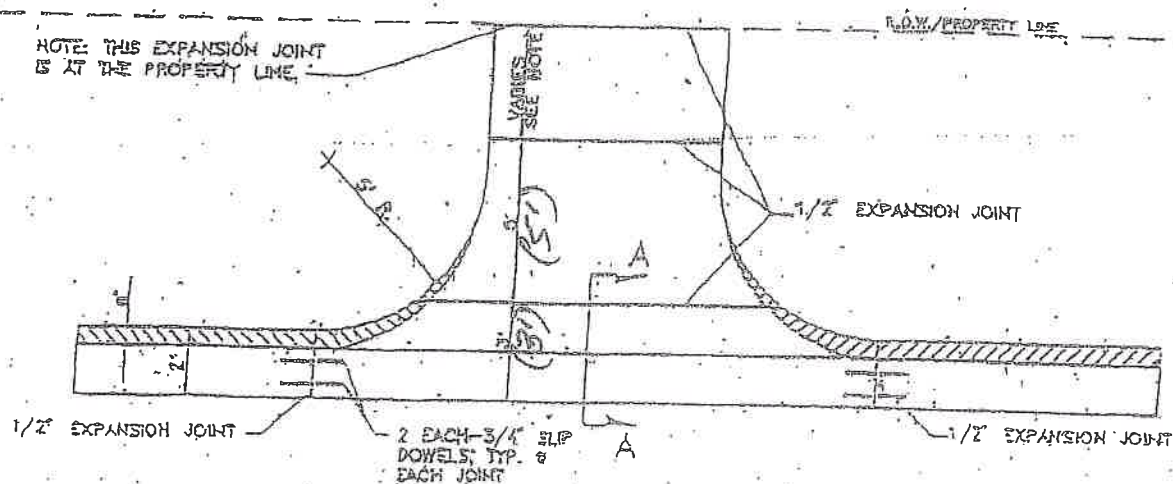
CURB AND GUTTER

EXHIBIT "A"
Driveway Approaches

NOTE: THE DIMENSIONS BELOW APPLY WHEN THE PAVED SECTION OF THE STREET IS CENTERED IN THE R.O.W.



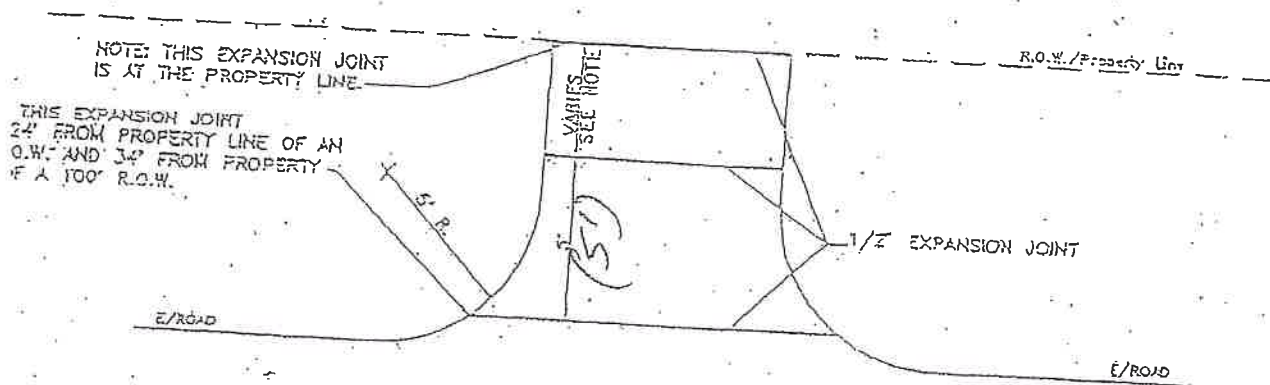
SECTION A-A
N.T.S.



OPEN DITCH

EXHIBIT "A" Driveway Approaches

NOTE: THE DIMENSIONS BELOW APPLY WHEN THE PAVED SECTION OF THE STREET IS CENTERED IN THE R.O.W.



DRIVEWAY APPROACH FOR OPEN DITCH STREETS
N.T.S.

Permit #: _____

City of Hempstead
1125 Austin Street
Hempstead, TX 77445
Ph 979/826-2486 *** Faxed 979/826-6703

**PERMIT TO CONSTRUCT ACCESS DRIVEWAY
FACILITIES ON CITY RIGHT-OF-WAY**

NAME: _____ DATE: _____

ADDRESS: _____

(Current)

_____ STREET

The City of Hempstead, hereby authorizes _____,
hereinafter called the Grantee, to (re) construct an access driveway on the right-of way
abutting _____ Street in the City of Hempstead, located;

(indicate lot and block): _____

Subject to the following:

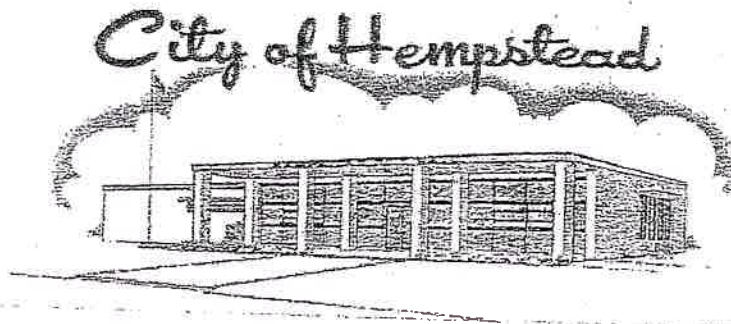
1. Grantee is responsible for the cost of culverts and all charges for delivery to worksite.
Culverts are to be **reinforced concrete**, ends of pipe shall be painted to receive
Ram-Nek mastic sealer and sufficient Ram-Nek mastic sealer will be supplied by
Grantee to lay the pipe.
2. Grantee is responsible for Permit Fee of **\$ 500.00** at the time permit is submitted.
3. Grantee shall hold harmless the City of Hempstead and its duly appointed agents and
employee, against any action for personal injury or property damage sustained by
reason of the exercise of this permit.
4. No alterations of driveway shall be made without prior approval of the City of Hempstead.

The undersigned hereby agrees to comply with the terms and conditions as set forth in this
permit for construction of an access driveway on City Right-of-Way. Future maintenance of
this driveway will be the responsibility of the Grantee. The City of Hempstead will take no
responsibility for maintenance after initial installation.

Grantee Signature

Date

Phone Number



1125 Austin Street
Hempstead, Texas 77445
979 / 826-2486

September 4, 2001

TO WHOM IT MAY CONCERN:

All commercial business and sprinkler customers must install an approved backflow prevention device on each meter. The approved devices in the City of Hempstead are Pressure Vacuum Breaker and Reduced Pressure Principle Assembly. This device must be tested within ten (10) working days and witnessed by a designated City of Hempstead employee, if not tested within the ten (10) days your water service will be disconnected.

Also, there must be a shut-off valve on the customers' side of the meter within 2-feet. The installer must tell the customer the device must be tested again every year or it will be shut-off.

Rooster Smith
Director of Public Works

**CITY OF HEMPSTEAD
1125 AUSTIN STREET
HEMPSTEAD, TX 77445
(979)826 – 2486 *** FAX (979)826 – 6703
www.hempsteadcitytx.com**

SCHEDULE OF PERMIT FEES EFFECTIVE MARCH 2020

**BUSINESS / COMMERCIAL AND REMODEL
PERMIT FEES**

TOTAL VALUATION	Fee
\$1,000 and less	No fee, unless inspection required, in which case a \$15 fee for each inspection shall be charged.
\$1,000.00 to \$50,000	\$15 for the first \$1,000 plus \$5.00 for each additional thousand or fraction thereof, to and including \$50,000.
\$50,000 to \$100,000	\$260.00 for the first \$50,000 plus \$4.00 for each additional thousand or fraction thereof, to and including \$100,000.
\$100,000.00 to \$500,000.00	\$460.00 for the first \$100,000 plus \$3.00 for each additional thousand or fraction thereof, to and including \$500,000.
\$500,000.00 and up	\$1,660 for the first \$500,000 plus \$2.00 for each additional thousand or fraction thereof.

MOVING FEES

For the moving of any building or structure, the fee shall be \$100.

DEMOLITION FEE

For the demolition of any building 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

PENALTIES

Where work for which a permit is required by this code is started or proceeded prior to obtaining said permit, the fees herein specified shall be doubled, but the payment of such double fee shall not relieve any persons from fully complying with the requirements of this code in the execution of the work not from any other penalties prescribed herein.

PLAN CHECKING FEES

When the valuation of the proposed construction exceeds \$1,000.00 and a plan is required to be submitted by 104.2, a plan-checking fee shall be paid to the building official at the time of submitting plans and specifications for checking. Said plan-checking fee shall be equal to one-half of the building permit fee as set forth in 104.7. Such plan-checking fee is in addition to the building permit fee.

RESIDENTIAL

\$.35 / square foot

FIRE/LIFE SAFETY

\$125.00 / Inspection Fee

\$125.00 / Re-Inspection Fee

PLUMBING

\$65.00 / Inspection Fee

\$65.00 / Re-inspection fee

OTHER

MECHANICAL, ELECTRICAL, BUILDING AND MISCELLANEOUS* (SEE PERMIT APPLICATION)



City of Hempstead

1125 Austin Street

Hempstead, Texas 77445

Tel: 979-826-2486 • Fax: 979-826-6703

Meter Mounting Device: (Meter Can) It shall be the responsibility of the Customer or the Customer's Contractor to purchase the proper type of meter mounting device for residential or commercial service approved by the City of Hempstead. The meter can shall be installed by the customer or the customer's contractor. Conductors installed in the Meter Mounting Devices shall be within the range of approved sizes as listed on the UL labeling (lug sizes) within the Meter Mounting Device or the City will not install its Meters. The customer's main service breaker shall be sized for the meter can used. (I.e. up to a 200 amp main for a 200-amp meter can and up to a 400 amp main for a 320 amp service). 125 Amp and 200 Amp Meter Mounting Device Socket jaws shall be rated for 125 amp or 200 amp continuous current capability.

All single-phase four terminal 125Amp and 200 Amp cans shall have tamper proof lids. Meter Sockets for Self-contained Meters. For each service with self-contained metering, the Customer shall furnish and install an approved meter socket that shall have the UL label, be approved by the local authority having jurisdiction and conform to Department requirements as follows:

1. Automatic bypasses are never permitted.
 2. All meter sockets installed on commercial and industrial services, shall be equipped With a safety arc shield and an approved visual, single-handle-operated manual by-Pass.
 3. Multiple meter installations with ring-less sockets shall have separate covers for each Meter position. Single covers for two (2) or more meter positions are not acceptable.
 4. Socket with a manual by-pass must meet the following requirements:
 - a. Have a single-handle-operated mechanism.
 - b. The non-by-passed, in service position of the operating mechanism must be visible When the meter is installed.
 - c. It shall not be possible to replace the meter socket cover when the operating Mechanism handle is in the by-passed position.
 - d. All sockets with by-passes rated 200 or more amperes, shall have a mechanism Which locks the meter blades in the socket jaws.
- Warning: Manual by-pass mechanisms shall not be used as a disconnecting means As a disconnect to open or close a circuit carrying load.
5. All meter sockets will be ring-less types. **Meter sockets with ring type covers will not be allowed.**

CITY OF HEMPSTEAD
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Ph 979/826-2486 / Fax 979/826-6703
permits@hempsteadcitytx.gov

FEEES DOUBLE IF WORK IS
PERFORMED WITHOUT PERMIT BEING ISSUED

NON-TRANSFERABLE / NO REFUNDS
EXPIRES IN 180 DAYS

BUILDING PERMIT APPLICATION

Property Owner: _____ Date: _____
Home #: _____ / _____
Owner Address: _____ Mobile #: _____ / _____
City: _____ State: _____ Zip Code: _____
Block: _____ Lot: _____ Subdivision: _____

Property Location: _____ is Building in a Flood plain? Yes/No _____

PROPERTY SURVEY MUST BE ATTACHED.

***PROPERTY SURVEY PINS MUST BE LOCATED AND MADE VISIBLE.**

***Contact all public utility companies for line locations by dialing 811 before digging.**

Zoning District Property Located In: _____

Occupancy Type: (circle one) Residential or Commercial *Square Footage: _____

Proposed Start Date: _____

Description of Work: _____

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

*** BLUEPRINTS OR DRAWING MUST BE ATTACHED**

Contractor Name: _____ *Valuation of Work: _____

Address: _____ Phone #: _____ / _____ - _____

City/ State/ Zip Code: _____ Email: _____

Approved by Building Official / Zoning Officer: _____

NOTICE

SEPARATE PERMITS ARE REQUIRED FOR ELECTRICAL, PLUMBING, HEATING, VENTILATION OR AIR CONDITIONING. THIS PERMIT BECOMES NULL AND VOID IF WORK OR CONSTRUCTION IS NOT COMMENCED WITHIN 6 MONTHS, OR IF CONSTRUCTION OR WORK IS SUSPENDED OR ABANDONED FOR A PERIOD OF 1 YEAR AT ANY TIME AFTER WORK IS COMMENCED.

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 GOVERNING 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 VIOLATE OR CANCEL THE PROVISIONS OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.

SIGNATURE OF CONTRACTOR OR OWNER

DATE

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

CITY OF HEMPSTEAD
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Ph. 979/826-2486 * Fax 979/826-6703
www.permits@hempsteadcitytx.gov

FEES DOUBLE IF WORK IS PERFORMED WITHOUT PERMIT BEING ISSUED

NON-TRANSFERABLE / NO REFUNDS

EXPIRES IN 180 DAYS

PLUMBING PERMIT APPLICATION

(Check) OCCUPANCY USE: RESIDENTIAL _____ COMMERCIAL _____

THE UNDERSIGNED IN COMPLIANCE WITH THE PLUMBING ORDINANCES AND CODES OF THE CITY OF HEMPSTEAD HEREBY APPLIES FOR A PERMIT TO PERFORM THE FOLLOWING DESCRIBED WORK.

DATE OF APPLICATION: _____

PROJECT ADDRESS: _____ LOT: _____ BLOCK: _____

PROPERTY OWNER NAME: _____

OWNER'S address / city / state / zip: _____

OWNER'S Home Phone #: _____ Mobile Phone #: _____ E-mail: _____

CONTRACTOR'S NAME: _____ License #: _____

CONTRACTOR'S address / city / state / zip: _____

CONTRACTOR'S Bus. Phone #: _____ Mobile Phone #: _____

*EMAIL ADDRESS (Inspection results): _____

DESCRIPTION OF PROJECT: _____

FEE SCHEDULE: * **Contact all public utility companies for line locations by dialing 811**

QTY.	DESCRIPTION	FEE	TOTAL	QTY.	DESCRIPTION	FEE	TOTAL
	Plumbing Fixtures	\$ 3.00			Water Line/ Connections	\$ 10.00	
	Hot Water Heater	\$ 2.50			Sewer Line / Connections	\$ 10.00	
	Gas Supply Line	\$ 10.00			Gas Test PERFERRED GAUGE "DIAPHRAGM"	\$ 10.00	
	Gas Fixtures (Furnace, A/C) Etc., per unit	\$ 5.00			Water Piping for Water Treatment Equipment	\$ 5.00	
	Gas Outlets (\$5.00 for the First 4, each addt'l \$1.00)				Roof or Outside Drain connected To Drain System	\$ 5.00	
	Grease Trap	\$ 10.00			FIRE MARSHALL INSPECTION	\$ 125.00	
	P-Trap- Pool	\$ 10.00			PLB INSPECTION FEE - Phase 1 (IN-GROUND)		
	Irrigation Sprinkler System \$ 15.00 for the first \$ 1000.00 Plus \$ 5.00 for each addt'l \$1,000.00			☆	PLB INSPECTION FEE - Phase 2 (ROUGH-IN / TOP-OUT) PLB INSPECTION FEE - Phase 3 (FINAL GAS TEST) PLB INSPECTION FEE - Phase 4 (PLUMBING FINAL)		
	Backflow Preventors	\$ 10.00			FIRE & LIFE SAFETY INSPECTION	\$ 125.00	
	Catch Basins & Area Drains-Pool / Parking	\$ 5.00		☆	RE-INSPECTION FEE	\$ 50.00	
	Disconnect & Plug / Cap Water Main Sewer Tap / Cap Sewer	\$ 10.00			APPLICATION FEE		\$ 10.00

*CHECK WITH PUBLIC WORKS FOR METER AVAILABILITY at 979/826-8313

TOTAL FEES: _____

***NOTE: Domestic water shut-off valve required on customer side of service line within 24" of water meter.**

All applications for permit must be accompanied by plans of all work expected to be done; other details may be required by the City Building Inspector. I have read the above and am aware of the requirements for the City of Hempstead.

Signature of Contractor: _____

Date: _____

CITY OF HEMPSTEAD

1125 Austin Street
Hempstead, TX 77445
979/826-2486 * Fax * 979/826-6703
permits@hempsteadcitytx.gov

**FEES DOUBLE IF WORK IS
PERFORMED WITHOUT PERMIT BEING ISSUED**

**NON-TRANSFERABLE / NO REFUNDS
EXPIRED IN 180 DAYS**

***PERMIT MUST BE DISPLAYED AT SITE LOCATION**

APPLICATION FOR ELECTRICAL PERMIT

(Check) OCCUPANCY USE: **RESIDENTIAL** _____ **COMMERCIAL** _____

***CHECK WITH PUBLIC WORKS FOR METER AVAILABILITY. CALL 979/826-8313**

DATE OF APPLICATION: _____

***NOTE: ONLY COPPER CONDUCTORS & RINGLESS METER
CAN ARE ALLOWED.**

PROJECT ADDRESS: _____

LOT: _____ BLOCK: _____ SUBDIVISION: _____

PROPERTY OWNER: _____

Mailing Address/City/ State/Zip: _____

Owner's Phone #: _____ Mobile Phone#: _____

CONTRACTOR'S NAME: _____ *Email Address: _____

Address/City/State/Zip: _____

Contractor's Phone #: _____ Mobile Phone #: _____

DESCRIPTION OF WORK (Service entrance wire size): _____ Phases: _____

FEE SCHEDULE:

QTY.		FEE	TOTAL	QTY.		FEE	TOTAL
	Meter Loop & Service (4 Outlets) *Only Copper Conductors	\$ 11.00			Motors: Up to/not including 1/2HP	\$ 1.00	
	Outlets	\$.50			½ HP/ less than 10 HP	\$ 5.00	
	Lightning Fixtures	\$.50			10 HP / less than 50 HP	\$ 8.00	
	Range Receptacle	\$ 2.00			50 HP / less than 100 HP	\$ 12.00	
	Clothes Dryer	\$ 2.00			100 HP / less than 150 HP	\$ 15.00	
	Cooking Top	\$ 2.00			150 HP and Over	\$ 18.00	
	Oven	\$ 2.00			X-Ray Machines	\$ 8.00	
	Garbage Disposal	\$ 2.00			SIGNS: Shop Inspection, per KVA	\$ 6.00	
	Dishwasher	\$ 2.00			Incandescent & Vacuum Tube signs per KVA	\$ 6.00	
	Electric Heaters	\$ 2.00			Sign Installation Inspection, per KVA	\$ 6.00	
	Window A/C Receptacle	\$ 2.00			Festoon Lighting & Streamer, per circuit	\$ 2.00	
	Temporary Saw Pole	\$ 15.00			*APPLICATION FEE	\$ 10.00	\$ 10.00
	Temporary Cut-In	\$ 15.00			Miscellaneous:	\$	
	Re-connection Fee	\$ 15.00			*RE-INSPECTIONS	\$ 50.00	

TOTAL FEES: _____

***RE-INSPECTION (\$ 50.00)** is required for each additional inspection.

Electrical materials used will be of the "approved" type and electrical work shall be installed in accordance with the City Ordinances regulating electrical construction in the City of Hempstead. No alteration or additions shall be made in the electrical system without written permission from this office.

SIGNATURE OF CONTRACTOR: _____ **DATE:** _____

City of Hempstead

1125 Austin Street
Hempstead, Texas 77445
(979) 826-2486 Fax (979) 826-6703
permits@hempsteadcitytx.gov

PERMIT BEING ISSUED

NON-TRANSFERABLE / NO REFUNDS
EXPIRED IN 180 DAYS

PERMITS MUST BE DISPLAYED AT SITE LOCATION

APPLICATION FOR A/C & HEATING PERMIT

DATE: _____
PROJECT ADDRESS: _____ BUILDER: _____
LEGAL PROPERTY OWNER: _____
Owner's address /City/State/Zip: _____
Owner's phone #: _____ Mobile Phone #: _____
.....

LOCATION OF UNITS (*Please circle two*): **ATTIC / CLOSET / GARAGE / OUTSIDE**

Brand Name of Unit: _____ *Estimated Cost of Unit: _____
COOLING CAPACITY: _____ HEATING CAPACITY: _____
ELECTRIC – WATTS: _____ ELECTRIC – WATTS: _____
GAS – BTU'S: _____ GAS – BTU'S: _____
.....

CONTRACTOR'S NAME: _____
Address /City/State/zip: _____

*Email Address: _____

Contract's phone #: _____ Mobile Phone #: _____

STATE LICENSE NO: _____

CONTRACTOR'S SIGNATURE: _____

***PRINT NAME:** _____
.....

APPLICATION PREPARATION FEE-----\$ 10.00

BASIS FEE-----\$ _____

FIRST \$1,000.00 OF COST OF UNIT-----\$ 15.00

EACH ADDITIONAL \$1,000.00 OR FRACTION OF -----\$ 5.00

***RE-INSPECTION FEE**----- () -----X-----\$50.00-----\$ _____

Total fee \$ _____



City of Hempstead

1125 Austin Street

Hempstead, Texas 77445

Tel: 979-826-2486 • Fax: 979-826-6703

Meter Mounting Device: (Meter Can) It shall be the responsibility of the Customer or the Customer's Contractor to purchase the proper type of meter mounting device for residential or commercial service approved by the City of Hempstead. The meter can shall be installed by the customer or the customer's contractor. Conductors installed in the Meter Mounting Devices shall be within the range of approved sizes as listed on the UL labeling (lug sizes) within the Meter Mounting Device or the City will not install its Meters. The customer's main service breaker shall be sized for the meter can used. (I.e. up to a 200 amp main for a 200-amp meter can and up to a 400 amp main for a 320 amp service). 125 Amp and 200 Amp Meter Mounting Device Socket jaws shall be rated for 125 amp or 200 amp continuous current capability.

All single-phase four terminal 125Amp and 200 Amp cans shall have tamper proof lids. Meter Sockets for Self-contained Meters. For each service with self-contained metering, the Customer shall furnish and install an approved meter socket that shall have the UL label, be approved by the local authority having jurisdiction and conform to Department requirements as follows:

1. Automatic bypasses are never permitted.
 2. All meter sockets installed on commercial and industrial services, shall be equipped With a safety arc shield and an approved visual, single-handle-operated manual by-Pass.
 3. Multiple meter installations with ring-less sockets shall have separate covers for each Meter position. Single covers for two (2) or more meter positions are not acceptable.
 4. Socket with a manual by-pass must meet the following requirements:
 - a. Have a single-handle-operated mechanism.
 - b. The non-by-passed, in service position of the operating mechanism must be visible When the meter is installed.
 - c. It shall not be possible to replace the meter socket cover when the operating Mechanism handle is in the by-passed position.
 - d. All sockets with by-passes rated 200 or more amperes, shall have a mechanism Which locks the meter blades in the socket jaws.
- Warning: Manual by-pass mechanisms shall not be used as a disconnecting means As a disconnect to open or close a circuit carrying load.
5. All meter sockets will be ring-less types. Meter sockets with ring type covers will not be allowed.

320 Amp Meter Mounting Device (Commercial Only)

Socket jaws shall be rated for continuous current capability.

Meter sockets shall be offset or side wireway models.

Terminal jaws shall be quipped with a by-pass feature operable by use of a lever that controls the clamping of the meter blades (Jaw release) and allows for current by-pass when the need for meter removal is required. By-pass current capacity shall be 320 amperes continuous. Horn-type, sliding-type and automatic bypasses are not permitted. The socket shall be capable of utilizing mechanical or compression lug connectors (3/8" or 1/2" studs) for the following conductor sizes and maintain U/L standards for wire bending radius requirements.

Meter Mounting Device General Specifications

All materials, construction, and testing shall be in accordance with the American National Standards Institute (ANSI) C12.7, Requirements for Watt-hour Meter Sockets, latest revision.

The meter socket housing shall be fabricated of steel, or aluminum in accordance with U/L Standard 414, latest revision and be suitable for outdoor use in accordance with NEMA 3R, latest revision.

All meter cans shall be painted after fabrication and finish coats shall provide a tough non-chalking weather resistant finish. Performance requirements for meter sockets shall be in accordance with applicable performance sections of ANSI C12.7 and UL-414 (latest revisions). Meter socket shall be tested in a certified test lab to meet Underwriters Laboratory (U/L) Standard 414, latest revision, performance requirements and labeled as such. Socket jaws shall be rated for 600 volts.

Minimum inside dimensions of the enclosure shall be sufficient to provide ample room for the distribution of the maximum-size conductors for which the socket is intended. Internal wiring space shall be such as to allow line or load conductors, or both, entering either or both ends of the enclosure to be readily routed to the proper terminals

Meter socket installation shall be in accordance with City of Hempstead Service Standards, latest revision and meet any code requirements that may be enforced by the local Public Authority. Maintenance on all Customer owned devices is the responsibility of the Customer.

Single Conductors: (Note: Wire sizes over 500 KCMIL will

4/0 - 500KCMIL (Single Lug Assembly) require CT Rated meter installation)

Parallel Conductors:

1/0 - 250KCMIL (Twin Lug Assembly)

Terminals shall be 3/8" or 1/2" cold headed zinc plated steel studs to accommodate Mechanical or compression lugs. The studs shall be attached to tin-plated mounting plates compatible with aluminum or copper lugs.

All meter sockets shall have an insulated protective safety shield.

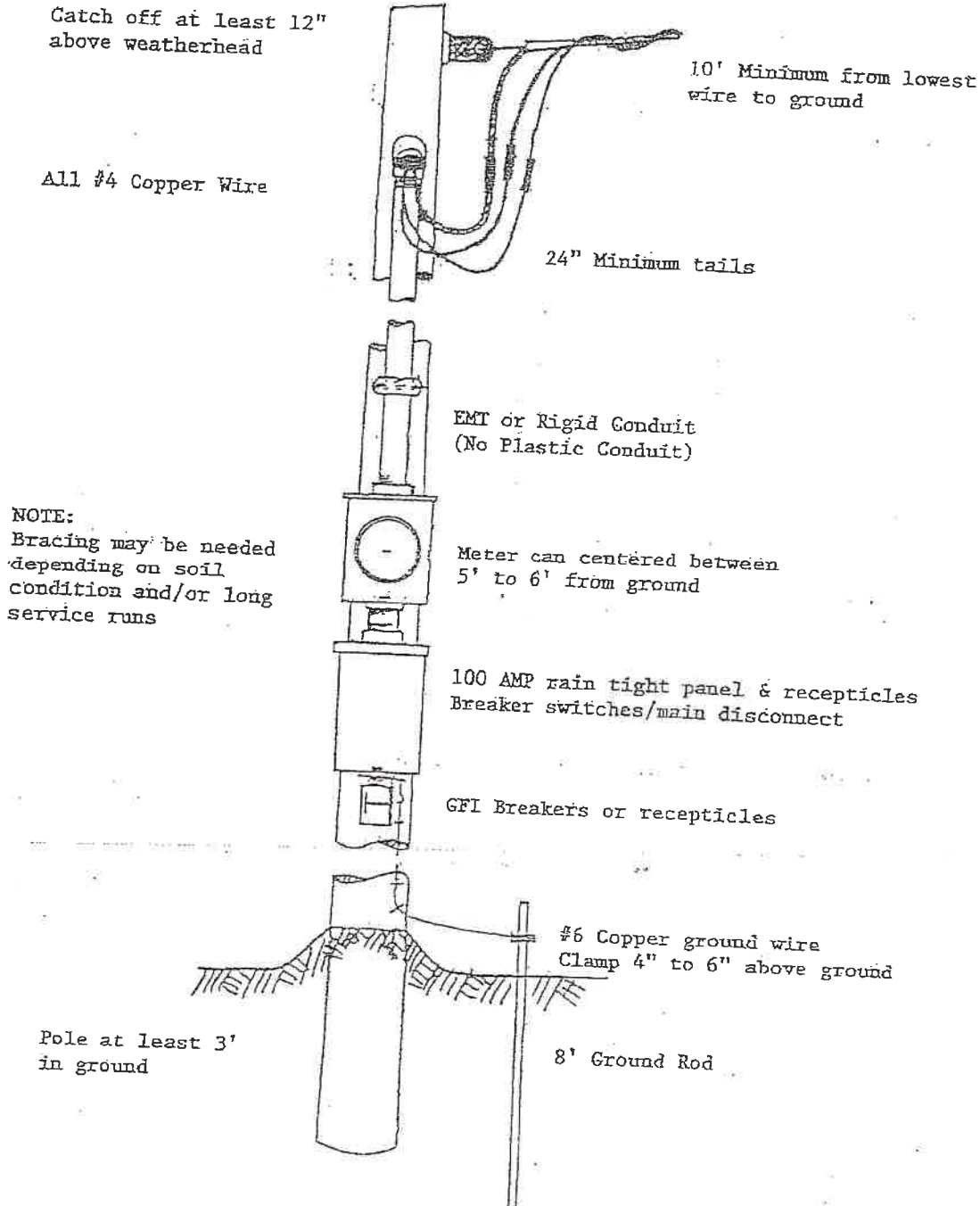
The meter can lid shall have a ring-less meter opening only, with a latch and sealing/locking provision. **No screws are allowed on meter can lids.**

The cover (lid) of the meter socket shall be such that it cannot be placed over the meter with the bypass lever in the bypassed position and must be tamper resistant.

Special Note - Construction Temporary / Saw Post may have Ring Type Meter Cans.

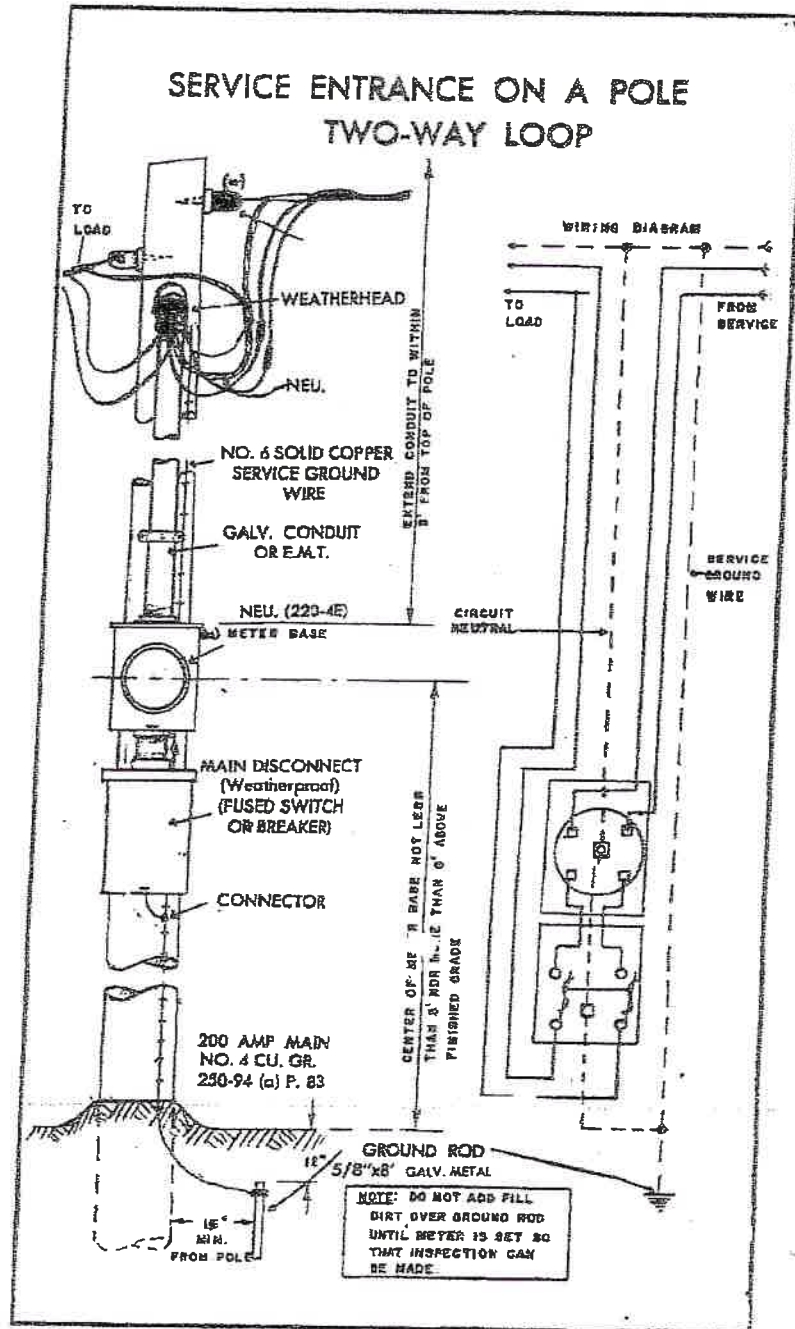
CITY OF HEMPSTEAD TEMPORARY ELECTRICAL POLE STANDARDS FOR CONSTRUCTION SITES

(Permit & Deposit Required)



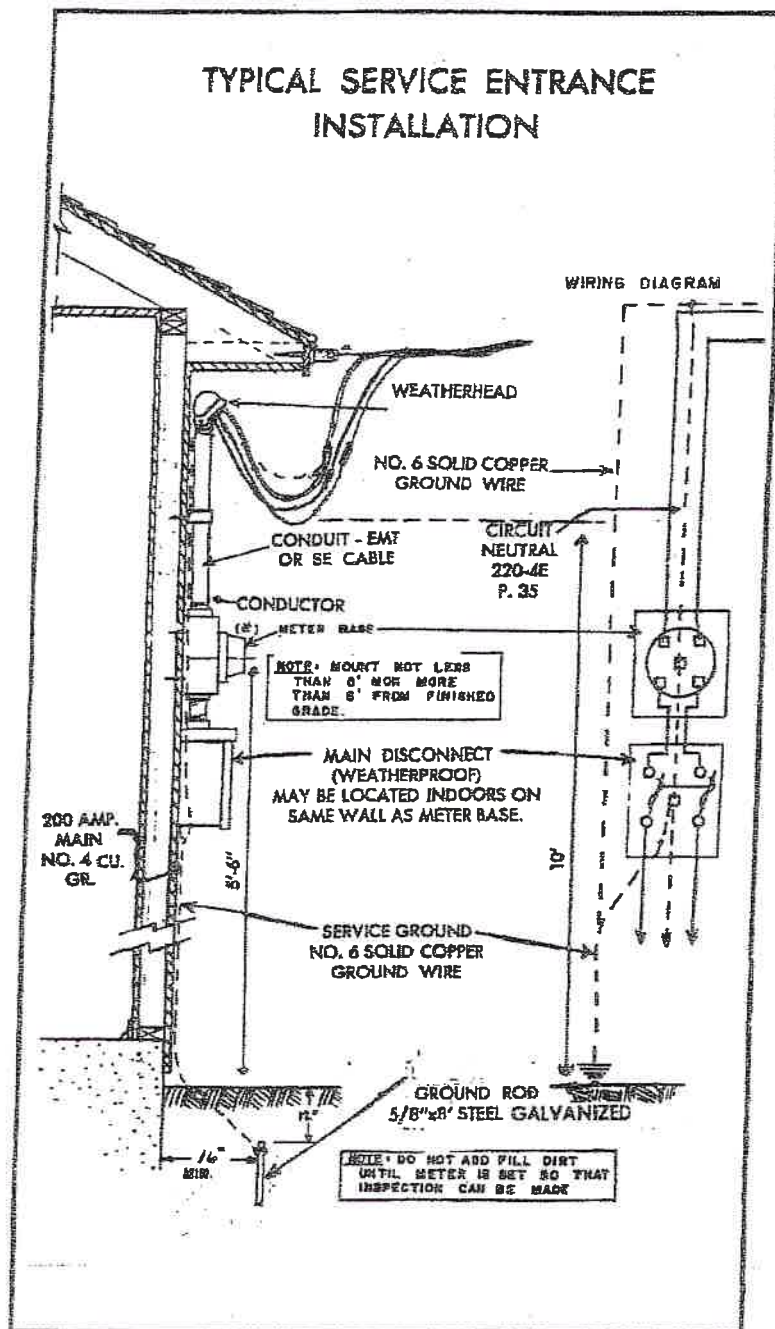
POLE MUST BE SET BY THE CITY AND METER LOOP PLACEMENT
APPROVED BY THE CITY TO INSURE PROPER LOCATION & HEIGHT

NOTE - WEATHERHEAD MUST BE 12 INCHES FROM THE SERVICE POLE



GROUND ROD AND CLAMP CONNECTION CAN BE EXPOSED ABOVE THE
GROUND - HEIGHT NOT TO EXCEED 6 INCHES

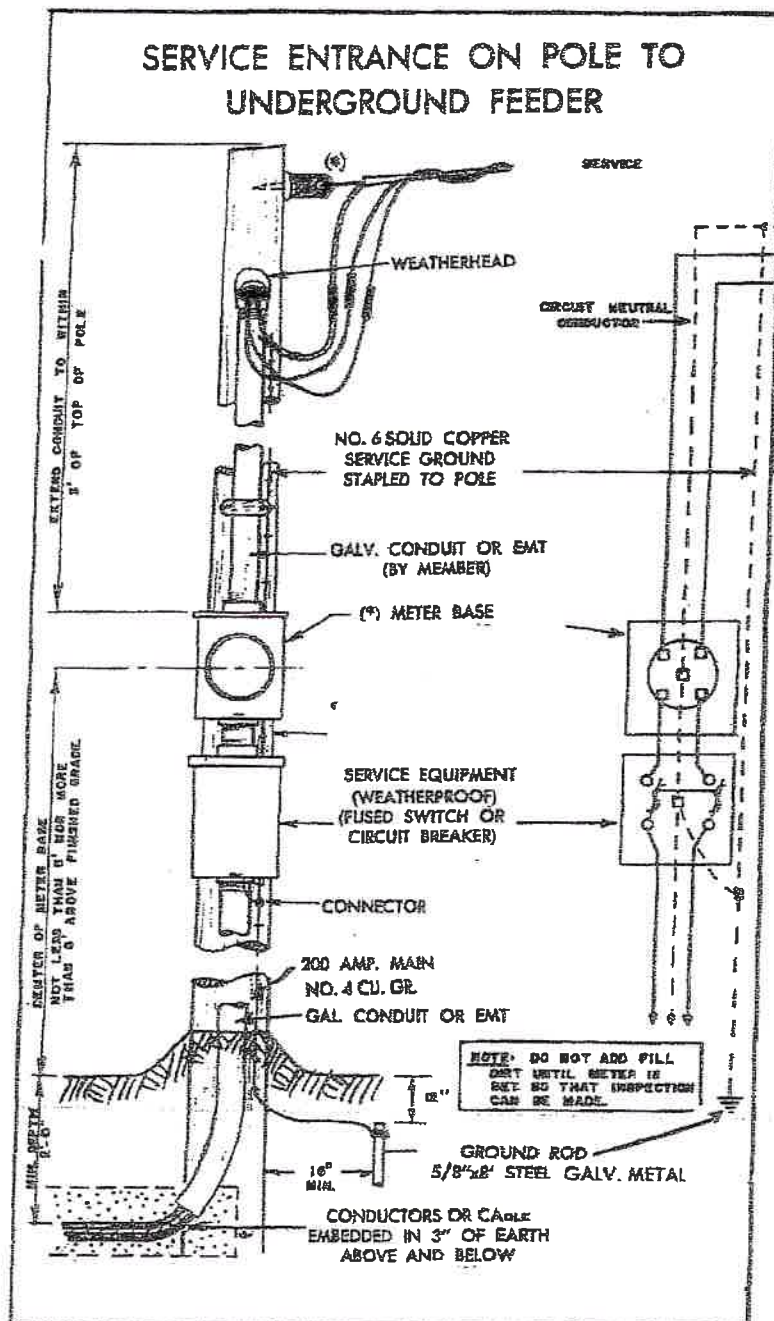
TYPICAL SERVICE ENTRANCE INSTALLATION



**GROUND ROD & CLAMP CONNECTION CAN BE EXPOSED
ABOVE THE GROUND - HEIGHT NOT TO EXCEED 6 INCHES**

POLE MUST BE SET BY THE CITY AND METER LOOP PLACEMENT
APPROVED BY THE CITY TO INSURE PROPER LOCATION & HEIGHT

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GROUND ROD AND CLAMP CONNECTION CAN BE EXPOSED ABOVE THE
GROUND - HEIGHT NOT TO EXCEED 6 INCHES

CITY OF HEMPSTEAD
125 Austin Street
Hempstead, TX 77445
Ph 979/826-2486 / Fax 979/826-6703

www.hempsteadcitytx.com

Date: _____

FEES DOUBLE IF WORK IS
PERFORMED WITHOUT PERMIT BEING ISSUED
NON-TRANSFERABLE / NO REFUNDS

FENCE PERMIT APPLICATION

*(Please print)

PROPERTY SURVEY MUST BE ATTACHED AND/OR SURVEY PINS MUST BE LOCATED AND MADE VISIBLE.

*Residential job address: _____

Owner Name: _____ Home #: _____ / _____

Address: _____ Mobile #: _____ / _____

City: _____ State: _____ Zip Code: _____

Block: _____ Lot: _____ Property is: Interior Lot () Corner Lot ()

Swimming pool in yard: Yes ___ or No ___

*Commercial job address: _____

Tenant/ Business Name: _____

Fence Contractor: Owner ☐ Contractor ☐

Company Name: _____

Address: _____ Phone # _____ / _____

Fence Height: _____ Replacement of an existing fence? Yes () or No ()

Cost of work being done: \$ _____

Type of fence material: ☐ Wrought iron ☐ Chain link ☐ Wooden privacy
☐ Brick/Masonry (*Engineered plans required above 4' ft.*)
☐ Other _____

Is there a gate across driveway or entrance? Yes () No () If yes, is gate automatic/manual/solar? _____

If gate is automatic, a separate electrical permit may be required.

Electrical work being performed by electrical contractor: _____

(BEFORE DIGGING) * Contact all public utility companies for line locations by dialing 811.

ALL APPLICATION FEES ARE NON-REFUNDABLE All credit card transactions include a 5% convenience fee

NOTICE

THIS PERMIT BECOMES NULL AND VOID IF WORK OR CONSTRUCTION IS NOT COMMENCED WITHIN 6 MONTHS, OR IF CONSTRUCTION OR WORK IS SUSPENDED OR ABANDONED FOR A PERIOD OF 1 YEAR AT ANY TIME AFTER WORK IS COMMENCED.

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 GOVERNING 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 VIOLATE OR CANCEL THE PROVISIONS OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.

* SIGNATURE OF CONTRACTOR OR OWNER

Date

City of Hempstead

1125 Austin Street
Hempstead, Texas 77445
(979)826-2486 *** FAX (979)826-6703
www.hempsteadcitytx.com

Certificate of Occupancy Application

This certificate is issued pursuant to the requirements of the City of Hempstead, Texas, certifying that at the time of issuance this structure was in compliance with the various ordinances of the City regulating building construction or use for the following:

(Please print)

Issued On: _____

Project No: _____

*Owner/Tenant: _____

* Residential Mailing Address: _____

* Phone #: _____

Owner/Tenant Signature _____

*Business Name: _____

*Building Address: _____

*Building Use: _____

Legal Description: _____

Zone: _____

*THERE WILL BE A \$50.00 FEE FOR A CERTIFICATE OF OCCUPANCY FOR ALL COMMERCIAL BUSINESSES.
* MODIFICATIONS WILL REQUIRE RE-APPLICATION AND ADDITIONAL FEES.

Notes: _____

Zoning/Building Official _____

Date _____