

City of Hempstead
1125 Austin Street
Hempstead, TX 77445
979/826-2486 fax 979/826-6703
www.hempsteadcitytx.com

FEEs DOUBLE IF WORK IS
PERFORMED WITHOUT
PERMIT BEING ISSUED

NON -TRANSFERABLE
NO REFUNDS
EXPIRES IN 180 DAYS

APPLICATION FOR SIGN PERMIT

(CHECK ONE)

NEW INSTALL _____ REPLACE _____ TEMPORARY _____

***THIS APPLICATION IS TO BE SUBMITTED WITH DRAWINGS AND SPECIFICATION FOR APPROVAL
IF SIGN IS ELECTRICAL, ELECTRICAL APPLICATION MUST BE SUBMITTED AT THIS TIME.***

DATE OF APPLICATION: _____

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

PROJECT ADDRESS: _____

LEGAL PROPERTY OWNER: _____

Owner's Address/City/State/Zip: _____

Owner's Phone #: _____ Mobile #: _____

CONTRACTOR'S NAME: _____

Address/City/State/Zip: _____

Contractor's Phone: _____

DESCRIPTION OF PROJECT: _____

SIGN MESSAGE: _____

On Premise _____

Total Sq. Ft. Sign _____

Sign Dimensions _____

(Example: 24 x 36)

Height (Over-all-Height) _____

Single/Double Face _____

Wind Load Cap. _____

Electrical/Non-Electrical _____

Building/Store Frontage _____ Linear Feet

Ground Sign _____

Roof Sign _____

Wall Sign _____

of Poles _____

Banner Sign (Expire in 30 days) _____

Portable Sign (Expire in 30 days) _____

(Other Signs)

Materials to be used: _____

Mounting Materials: _____

* VALUE OF WORK: \$ _____

SCHEDULE OF FEES:

****Provide survey and have pin clearly visible when ready for
inspection.***

SIGN APPLICATION FEE \$ 25.00

APPLICATION FEE \$ 10.00

TOTAL SIGN PERMIT FEE \$ 35.00

****Call to schedule site inspection and/or final inspection.***

REINSPECTION FEES (If required)

Reinspect fee is \$15.00 for the first reinspection, and the fee increases in increments of \$15.00 for each subsequent reinspection.

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