

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

FEEES 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: \_\_\_\_\_

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 \_\_\_\_\_

Width \_\_\_\_\_

Length \_\_\_\_\_

Height \_\_\_\_\_

Single/Double Face \_\_\_\_\_

Wind Load Cap. \_\_\_\_\_

Materials to be used: \_\_\_\_\_

Mounting Materials: \_\_\_\_\_

Ground Sign \_\_\_\_\_

Roof Sign \_\_\_\_\_

Integrated Business \_\_\_\_\_

Wall Sign \_\_\_\_\_

Building/Store Frontage \_\_\_\_\_ Linear Feet

# of Poles \_\_\_\_\_

Electrical/Non-Electrical \_\_\_\_\_

\* 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

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

TOTAL SIGN PERMIT FEE \$ 35.00

**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