



Municipal Services Center
6703 Sullivan Road, Central, Louisiana 70739
P: 225.262.5000 ~ F: 225.262.5001

Permit Number: _____

SIGN PERMIT APPLICATION

Please Print or Type

Date: _____

Street address of proposed sign location: _____

Name of the business at this location: _____

Applicant/business name: _____

Sign Installer: _____ Phone: _____

Sign Installer Address: _____ City: _____ State: _____ Zip: _____

Fax: _____ E-mail: _____

Contact person: _____

Address: _____ City: _____ State: _____ Zip: _____

Daytime telephone number: _____ Cell: _____ E-mail: _____

EXISTING SIGN INFORMATION

Number and type of existing signs: _____

TYPE OF SIGN (Please Check One)

- Single Business Office (one building/one tenant)
- Single Business Office (one building/five or less tenants)
- Shopping Centers, Strip Malls, Office Parks (one building with five tenants or more)
- Window
- Construction
- Real Estate
- Temporary
- Political
- Subdivision Entrance

PROPOSED SIGNS (Please List Dimensions)

GROUND:

Overall Height: _____

Face Width: _____

Face Height: _____

Sign Square Feet: _____

WALL:

Wall Height: _____

Wall Length: _____

Sign Width: _____

Sign Height: _____

TEMPORARY:

Type of Temporary Sign: _____

Sign Square Feet: _____

Portable: _____

Sign Start (Installation) Date: _____

Is Sign Illuminated (y,n) _____ If yes, Electrical Contractor Name: _____

Address: _____ Phone: _____ License #: _____

CITY INSPECTOR COMMENTS

The applicant hereby grants permission for the City's employees, officials and agents to enter onto the property that is subject to this application for the purposes of viewing the property and reviewing this request.

Signed: _____ Date: _____

Approved by: _____ Zoning

Approved by: _____ Building Official (freestanding over 6ft)



SIGN PERMIT APPLICATION REQUIREMENTS

You must provide all of the following items with your application, unless the Sign Official waives a requirement:

1. An application fee. The fees are as follows:

Commercial Signs Section Fee

| | |
|-----------------------------------------------------------|---------|
| Single Business / Office Building Monument Sign | \$40.00 |
| Single Business / Office Building Wall or Monument Sign | \$40.00 |
| Wall Sign (1 SF to 59 SF) | \$40.00 |
| Wall Sign (60 SF to 99 SF) | \$50.00 |
| Wall Sign (100 SF or above) | \$75.00 |
| Shopping Center / Strip Plaza / Office Park Monument Sign | \$40.00 |
| Construction Signs | \$40.00 |
| Real Estate Signs (larger than 9 SF, higher than 5 ft) | \$15.00 |
| Temporary Signs | \$15.00 |
| Political Signs | \$25.00 |
| Window Signs | \$10.00 |

Residential Signs Section Fee

| | |
|-----------------------------|---------|
| Construction | \$40.00 |
| Multi-Family Identification | \$40.00 |
| Subdivision Entrance | \$40.00 |
| Real Estate Sign | None |

Civic Signs Section Fee

| | |
|-----------------|---------|
| Monument | \$40.00 |
| Wall Sign | \$40.00 |
| Changeable Copy | \$50.00 |
| Temporary Signs | \$15.00 |
| Athletic Field | \$5.00 |

2. A drawing for signs attached to the building showing:

- a. Where you plan to have the sign attached to the building.
- b. The dimensions of the wall to which you plan to have the sign attached.
- c. The dimensions of the sign.
- d. Any existing signs attached to the building.

3. The following drawings for monument, freestanding, and temporary signs. Plans signed by a structural engineer are required if the sign is over 6 ft in height.

- a. A site plan, drawn to scale, showing the following:
 - i. A north arrow
 - ii. All structure, parking lots, drives and curb cuts on the lot
 - iii. Property dimensions
 - iv. Street names

- v. Placement of proposed sign(s)
- vi. Placement of existing sign (s)
- b. A drawing of the proposed sign showing its dimensions and height above street grade.
- c. Footing details.

4. Property owner acknowledgement and authorization form for lessees/tenants. This form is required for tenants who choose to place signs on leased property.

NOTES

1. It is **illegal** to install a sign without a permit.
2. Monument & freestanding signs to be installed along Sullivan Road or Hooper Road require Green Light Plan review. Please allow additional time for sign permit review by the Green Light Plan. A letter of compliance from the Green Light Plan must be obtained before the sign permit can be issued. If you have any questions about Green Light Plan review, please contact Craig Rabalais at (225) 769-0546.
3. You must also get an electrical permit if your sign will use electricity. In addition, all illuminated signs must meet section 16.9 Illumination for the City of Central. Please contact a city planner with questions regarding the City's lighting ordinance.