

**Metropolitan** *Planning Commission*

Shreveport | Caddo Parish

# **Caddo Parish Sign Permit Application**

Application and Review Packet

**Zoning Enforcement Department**

505 Travis Street, Suite 440

Shreveport, LA 71101

phone 318-673-6440

[www.shreveportcaddompc.com](http://www.shreveportcaddompc.com)



## SIGN PERMIT APPLICATION

Please return form to:  
Permit Center (Zoning Desk)  
1st Floor, Government Plaza, Suite 130  
505 Travis Street  
Shreveport, LA 71101  
(318) 673-6100

### DO NOT WRITE IN THIS AREA-OFFICIAL USE ONLY

Date: \_\_\_\_\_ Permit Number: \_\_\_\_\_ Amount Paid: \_\_\_\_\_ MPC Staff: \_\_\_\_\_

### GENERAL INFORMATION

Address of New Sign: \_\_\_\_\_ Property Zoned: \_\_\_\_\_

Name of Business: \_\_\_\_\_ Owner of Business: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Property Owner's Mailing Address: \_\_\_\_\_

State \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Alternate Phone Number: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Applicant's Mailing Address: \_\_\_\_\_

State \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Alternate Phone Number: \_\_\_\_\_

Sign Erector: \_\_\_\_\_

Sign Erector Mailing Address: \_\_\_\_\_

State \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Alternate Phone Number: \_\_\_\_\_

### SIGN TYPE

On Premise:  Pole  Wall  Roof  Monument  Electronic  
Off-Premise  Billboard  Tri-Vision  LED  Reader Board  Jr. Panel

State Highway Permit Attached:  Yes  No Permit Number: \_\_\_\_\_

### SIGN DETAILS (FACE TYPE AND DIMENSIONS)

Size of Face:  Single  Double Height: \_\_\_\_\_ ft. Width: \_\_\_\_\_ ft. Total Area: \_\_\_\_\_ sq. ft. Value: \_\_\_\_\_

### SETBACKS AND HEIGHT INFORMATION

Setbacks from Property Line: \_\_\_\_\_ ft. Setbacks from Back of Curb (BOC): \_\_\_\_\_ ft. Height from Ground to Bottom of Sign: \_\_\_\_\_ ft.

### ELECTRICAL INFORMATION

UL Tag Number: \_\_\_\_\_ Sign Face:  Illuminated  Non Illuminated  Special  Message  Other \_\_\_\_\_

### STATEMENT OF UNDERSTANDING

I, hereby agree to comply with the Caddo Parish codes and ordinances applicable to all work described hereto. I also agree to and certify that the cost information furnished is true and correct. It is further agreed that any code requirement missed, during initial plan review, will be immediately complied with upon notice. I further understand that it is my responsibility to locate my property lines and conform with the sign ordinance in its entirety.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date



## SIGN PERMIT APPLICATION

*The following information is required for all sign applications. Failure to provide all requested information will render the application incomplete and will not be accepted. Please provide a copy of the completed checklist with your application.*

TO BE COMPLETED BY APPLICANT			TO BE COMPLETED BY MPC STAFF		
PLAN FORMAT AND GENERAL STANDARDS	YES	N/A	YES	NO	N/A
1. <b>Site Plan.</b> Formatted on an 8.5" x 11" sheet and plan shall be of a scale that MPC Staff can readily interpret the site plan. The plan shall show dimensions of all sign related information.	<input type="checkbox"/>				
2. <b>Sign Location.</b> Show sign location.	<input type="checkbox"/>				
3. <b>Distances.</b> Dimension distances from property and back-of-curb (BOC).	<input type="checkbox"/>				

440 or (318) 673-6442