

Metropolitan**Planning**Commission

Shreveport | Caddo Parish

Caddo Parish Sign Permit Application

Application and Review Packet



CADDO PARISH
UNIFIED DEVELOPMENT CODE

Zoning Enforcement Department

505 Travis Street, Suite 440

Shreveport, LA 71101 | phone 318-673-6440

www.shreveportcaddompc.com



Zoning Enforcement

505 Travis Street | Suite 440 | Shreveport, LA | 71101
 phone 318-673-6440 | fax 318-673-6454

SIGN PERMIT APPLICATION PACKET

Please return form to:
 4th Floor, Government Plaza, Suite 440
 505 Travis Street
 Shreveport, LA 71101
 (318) 673-6440

DO NOT WRITE IN THIS AREA-OFFICIAL USE ONLY

Date: _____ Permit Number: _____ Amount Paid: _____ MPC Staff: _____

1. 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: _____

2. SIGN TYPE

- | | | | |
|---|---|--|---|
| <input type="checkbox"/> Awning | <input type="checkbox"/> Billboard – Electronic | <input type="checkbox"/> Freestanding - Pole | <input type="checkbox"/> Public Information / Event |
| <input type="checkbox"/> A-Frame | <input type="checkbox"/> Billboard – Static | <input type="checkbox"/> Freestanding - Monument | <input type="checkbox"/> Roof |
| <input type="checkbox"/> Attention Getting Device | <input type="checkbox"/> Canopy | <input type="checkbox"/> Marquee | <input type="checkbox"/> Scoreboard |
| <input type="checkbox"/> Banner – Exhibition | <input type="checkbox"/> Electronic Message | <input type="checkbox"/> Projecting | <input type="checkbox"/> Wall |

Type of Request: New Sign Conversion Face Change Billboard Removal for Credit Temporary

State Highway Permit Attached: Yes N/A Permit Number: _____

3. SIGN (FACE TYPE AND DIMENSIONS)

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

4. WALL SIGNS (WHEN APPLICABLE)

Is there more than one wall sign? Yes No If Yes, how many? _____ Wall Dimensions: _____ linear feet of wall (no inches)

5. SETBACKS AND HEIGHT INFORMATION

Setbacks from Property Line: _____ ft. Setbacks from Back of Curb (BOC): _____ ft. Height to Bottom of Sign: _____ ft. Total Height of Sign: _____ ft.

6. ELECTRICAL INFORMATION

UL Tag Number: _____ Sign Face: Illuminated Non Illuminated Message Other _____

7. STATEMENT OF UNDERSTANDING

I, hereby agree to comply with the City of Shreveport and MPC 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 to Article 9 in the Unified Development Code in its entirety.

_____ Date

_____ Signature of Applicant

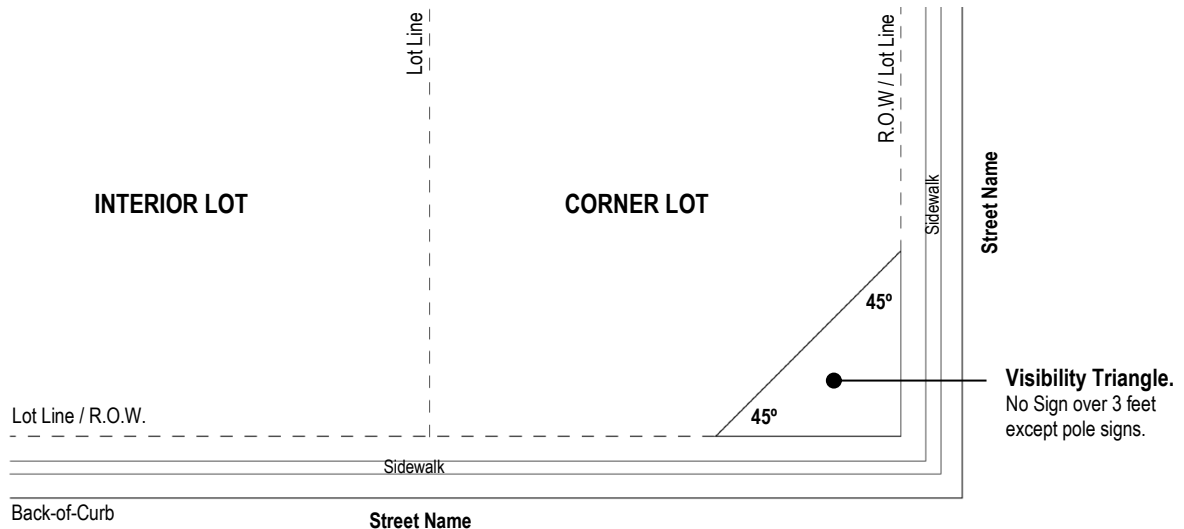
SIGN PERMIT APPLICATION PACKET

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.

TO BE COMPLETED BY APPLICANT		TO BE COMPLETED BY STAFF	
PLAN FORMAT AND GENERAL STANDARDS			
<ul style="list-style-type: none"> Site Plan. Formatted on an 8.5" x 11" sheet and plan shall be of a scale that MPC Staff can readily interpret the site plan. Show existing and proposed sign types and locations on the plan, including setbacks from property lines. Site plan to include all building signage. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Colored Signage Elevations. Elevation drawings in color with dimensions of all free standing and building signs. Show type of materials, size, height and lighting features. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Sign Limitations. If specific limitations with regard to message area, and/or surface area of a structure, please indicate all necessary dimensions and percentages on plan, as noted in Article 9 for specific sign types. 	<input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Distances. Dimension distances from property and back-of-curb (BOC). 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Landscaping. Where required, indicate landscaping for the proposed sign (Applies to all freestanding signs). If a part of an already approved landscape plan, please attach. 	<input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>

Instructions for site plan information for sign permit application:

- DRAW SIGN LOCATION**
- SHOW DISTANCE FROM PROPERTY LINE**
- SHOW DISTANCE FROM CURB**



Note: These drawings are for informational purposes only. The applicant is required to submit their own drawing as part of the sign permit application.