

# Metropolitan **Planning** Commission

Shreveport | Caddo Parish

# Caddo Parish Sign Permit Application

Application and Review Packet  
(Revised August.21.2020)



## Zoning Enforcement Department

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

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



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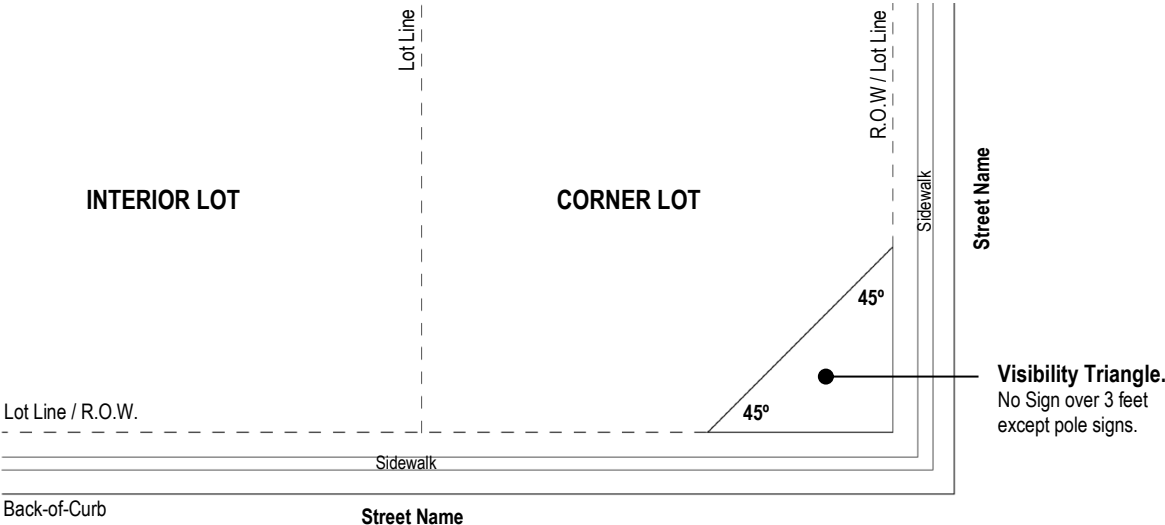
**SIGN PERMIT APPLICATION PACKET**

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	
<b>PLAN FORMAT AND GENERAL STANDARDS</b>			
<ul style="list-style-type: none"> <li><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. Show existing and proposed sign types and locations on the plan, including setbacks from property lines. Site plan to include all building signage.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li><b>Colored Signage Elevations.</b> Elevation drawings <b>in color</b> with dimensions of all free standing and building signs. Show type of materials, size, height and lighting features.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li><b>Sign Limitations.</b> 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.</li> </ul>	<input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li><b>Distances.</b> Dimension distances from property and back-of-curb (BOC).</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li><b>Landscaping.</b> Where required, indicate landscaping for the proposed sign (Applies to all freestanding signs). <b>If a part of an already approved landscape plan, please attach.</b></li> </ul>	<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.