



Sign Permit Application

Revised 11.20.2023

Please return form to:

4th Floor, Government Plaza, Suite 440

505 Travis Street

Shreveport, LA 71101

(318) 673-6440

For Online Application:

MyGovernmentOnline.org

Tab: Planning & Zoning

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: _____

Phone Number: _____ Email: _____

Property Owner's Mailing Address: _____ State: _____ Zip Code: _____

Name of Applicant: _____

Phone Number: _____ Email: _____

Applicant's Mailing Address: _____ State: _____ Zip Code: _____

Sign Erector: _____

Phone Number: _____ Email: _____

Sign Erector Mailing Address: _____ State: _____ Zip Code: _____

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.

Signature: _____

Date: _____

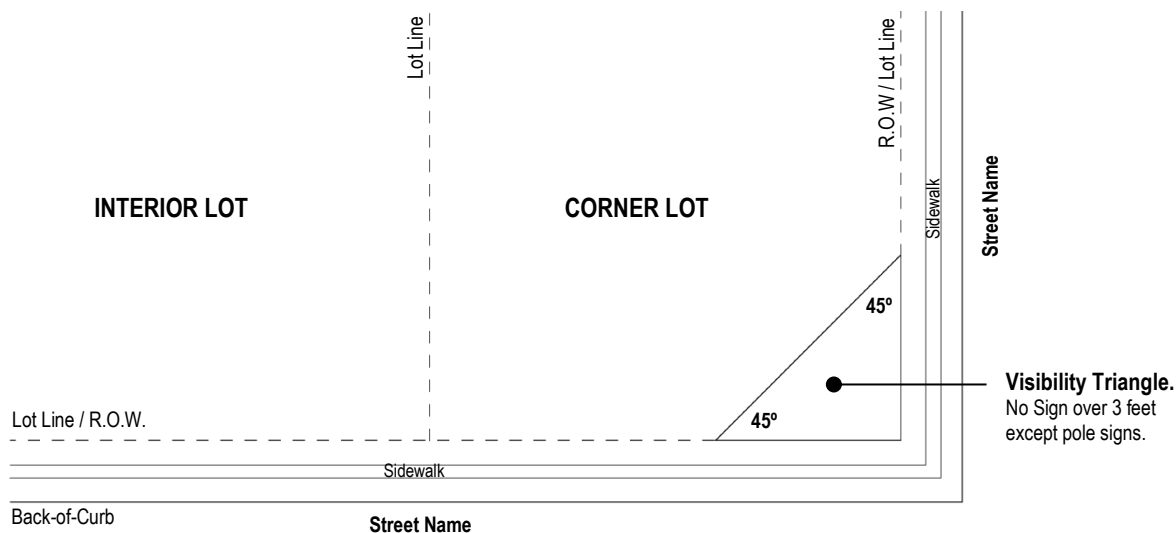


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Instructions for site plan information for sign permit application:

1. DRAW SIGN LOCATION
2. SHOW DISTANCE FROM PROPERTY LINE
3. 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.