

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

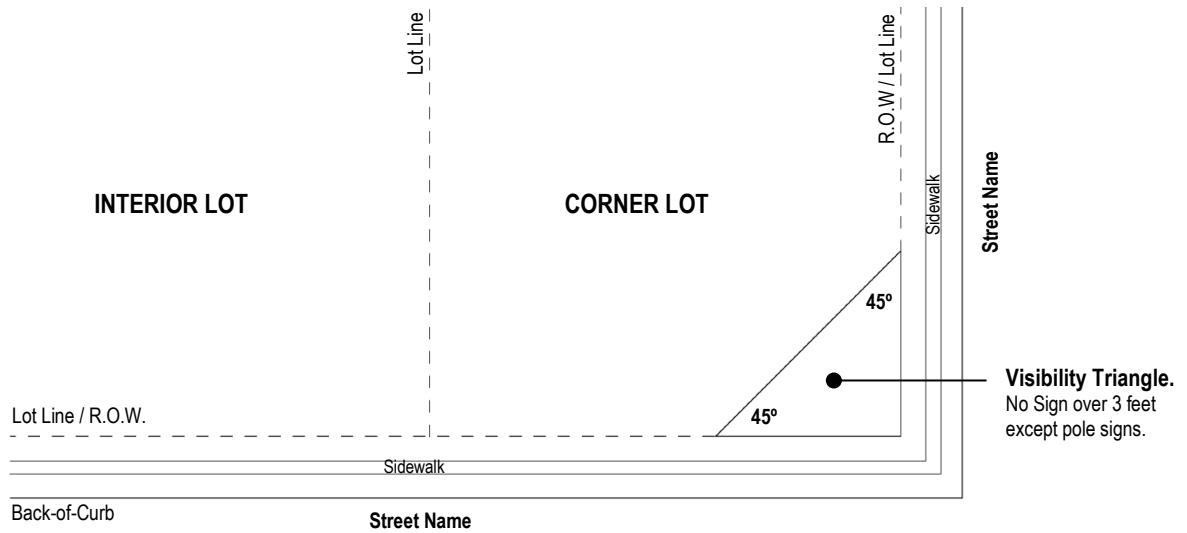
I, hereby agree to comply with the City of Shreveport and MPC codes and ordinances applicable to all work described hereto. I also agree to and certify that the cost information furnished is true and correct. It is further agreed that any code requirement missed, during initial plan review, will be immediately 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: _____

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.