



Department of Public Works

Inspection Division

City of Baton Rouge
Parish of East Baton Rouge

300 N. 10th St
Baton Rouge, Louisiana 70802
(225) 389-3105



THE FOLLOWING ARE REQUIRED FOR ALL SIGN APPLICATIONS:

- (1) ONE SET OF CONSTRUCTION PLANS
- (2) STRUCTURAL AND FOUNDATION CALCULATIONS. (*)
- (3) DESIGN SUPERVISION AND STRUCTURAL DESIGN STATEMENT (*)
- (4) SITE PLAN ON LEGAL OR LETTER SIZE SHEET SHOWING DIMENSIONS FROM PROPERTY LINE (NOTE SIGN MUST BE SET BACK A MINIMUM OF TEN (10') FEET FROM PROPERTY LINE) SHOW THE SIGHT TRIANGLE GRAPHIC ON THE SITE PLAN.
- (5) CERTIFICATE OF COMPLETION FROM ARCHITECT OR ENGINEER IS REQUIRED (*)
- (6) ALL OVERLAY DISTRICTS, PUD, OR SPUD ZONING HAVE TO CONTACT PLANNING COMMISSION FOR APPROVAL. (225) 389-3144.
- (*) NOT REQUIRED IF SIGN IS LESS THAN 100 SQUARE FEET; CERTIFICATE OF RESPONSIBILITY IS REQUIRED.

PLEASE COMPLETE ALL OF THE FOLLOWING. MISSING ITEMS MAY DELAY THE PLAN REVIEW.

Permit Number: _____ Date: _____

Name of Project: _____

Project Address: _____

Lot: _____ Tract: _____ Square: _____ Subdivision: _____

Zoning: _____ Census Tract: _____ Block Group: _____ Lot and Block Page: _____ City or Parish: _____

Contractor: _____ E-mail address: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone Number: _____ Fax Number: _____ License Number: _____

Architect or Engineer: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone Number: _____ Fax Number: _____ License Number: _____

Sign Information:

Overall Height: _____ Face Size: _____ Foundation: _____

Size and Thickness of Column: _____ Valuation: _____

APPLICANT'S SIGNATURE _____

Correspondence should be mailed to:

Name: _____ Address: _____ City: _____

State: _____ Zip: _____ Phone Number: _____ E-mail: _____
