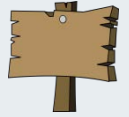




CALCASIEU PARISH PLAN/PERMIT REVIEW CHECKLIST FOR ON SITE ADVERTISING SIGN DEVELOPMENT



FOR MORE INFORMATION, CALL (337) 721-3600 ZONING CASE # _____ PERMIT OFFICIAL _____

Applicant/Owner: _____
 Applicant/Owner Contact Person: _____ Phone #: _____
 Contractor Business Name: _____ LA License #: _____
 Contractor Contact Person: _____ Phone #: _____
 Cost of Construction: \$ _____
 LOCATION OF SIGN SITE: _____

DOCUMENTS NEEDED TO OBTAIN PERMIT FOR NEW CONSTRUCTION (CHECK INFORMATION SUBMITTED):

- TYPE OF SIGN(S) [eg. Monument, Freestanding-Pole, Façade (wall Sign), Projection Sign, etc...]
TYPE(s): [_____] NUMBER OF SIGNS: [_____]
- LEGAL DESCRIPTION (includes, but not limited to, FILED CASH DEED, TAX ASSESSMENT or ABSTRACT)
- SITE PLAN (includes, but not limited to: location of all existing and proposed sign structures, sign setbacks from property lines, streets, etc...)
- SIGN ELEVATIONS (include Front and Side with Dimension, overall height—inclusive of decorative or ornamental material)
- SIGN SPECIFICATIONS (Engineered stamped WIND LOADS must accompany all Freestanding monument and Pole Sign drawings).
- SIGN FACE SQUARE FOOTAGE [_____] AND OVERALL HEIGHT [_____]
- WILL SIGN BE LIGHTED: [YES or NO] LIGHTING: EXTERNAL or INTERNAL? (circle one)
SEPARATE ELECTRICAL METER [YES or NO] UTILITY COMPANY [_____]
- WILL THE SIGN BE PLACED IN AN OVERLAY OR SPECIAL ZONING DISTRICT? [YES or NO]—if YES, then special requirements and certain restrictions shall apply per Zoning Ordinance Chapter 26.

*ALLOWABLE SIGN SQUARE FOOTAGE IS THE CALCULATED SUM OF THE CRITERIA BELOW:

*LAND SQUARE FOOTAGE [_____] ÷ 200 = [_____]
 *BUILDING SQUARE FOOTAGE [_____] ÷ 50 = [_____]
 *LINEAR STREET FRONTAGE [_____] ÷ 2 = [_____]

PLAN/PERMIT REVIEW PROCESS

REVIEW	Submit all required documents as listed. Allow for a 2 week review process in order for all necessary departments to review pertinent building and zoning codes. **Additional documents may be required, as necessary to complete review**
CONTRACTOR INFO	**Contractors must possess a <u>LA Contractor's License</u> or a <u>Home Improvement Registration</u> —LA State Licensing Board for Contractors—(800-256-1392)— www.lslbc.louisiana.gov
OFFICE USE ONLY	ZONING CASE: _____ YES (if yes, check zoning stipulations) —CASE #: _____