



Development and Planning Department
 220 West Willow Street, Building B
 Lafayette, LA 70501
 Monday thru Friday 7:00 am - 4:00 pm
 Ph: (337) 291-8461
 Fax: (337) 291-8476
etrakit@lafayettela.gov

Sign Permit Application

FAILURE TO SUBMIT A COMPLETE, LEGIBLE APPLICATION MAY RESULT IN DELAYS IN PROCESSING OR PERMIT APPROVAL

OFFICE USE ONLY Permit No.	Reviewer:	Zoning:
	Sub ID:	
	Flood Zone:	

GENERAL PROJECT INFORMATION
Project Address (sign location):
Business Name (sign owner):

CONTACT INFORMATION			
Property Owner:			
Address:	City:	State:	Zip:
Phone:	Fax:	Email:	
Sign Company:			
Address:	City:	State:	Zip:
Phone:	Fax:	Email:	

PROJECT DETAILS				
Construction Cost: \$				
Sign Width:	Sign Height:	Freestanding Height (foundation to top):		
Sign Type (select all that apply):	<input type="checkbox"/> Permanent	<input type="checkbox"/> Temporary	<input type="checkbox"/> Free-standing	<input type="checkbox"/> Pole
<input type="checkbox"/> Wall Sign (Connected/mounted to building)	<input type="checkbox"/> Readerboard	<input type="checkbox"/> Digital	<input type="checkbox"/> Monument	
# Faces:	Illuminated: <input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, specify type: <input type="checkbox"/> Internal <input type="checkbox"/> External		
Type of Business:	<input type="checkbox"/> Independent	<input type="checkbox"/> Integrated Business Center		
Name of Integrated Business Center (if applicable):				
Replacement Sign:	<input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, specify original : Width: Height:		
Frontage – Front Street:	Frontage- Side Street (if corner lot):	Store Width/Frontage:		

I understand that the above information is used to qualify the approval of this permit. I further understand that failure to provide all the information required may result in the removal of this sign(s) at my expense.

Printed Name

Signature

Date

Application Instructions

Submit completed application to the Development and Planning Department located at **220 W Willow St., Building B – Lafayette, Louisiana – 70501** or e-mail to **etrakit@lafayettela.gov**. Refer to the Requirements for Approval below to ensure your application is complete.

Once an application is received, the plans are routed to the various divisions of LCG departments for review. **This process typically takes three (3) to five (5) working days.**

Requirements for Approval

- Complete, legible Sign Permit Application
- Scaled site plan on 8 ½ x 11
- Include existing buildings on same lot
- Include streets
- Include lot dimensions
- Include driveway & sidewalk locations
- Include easements and/or other encumbrances
- Include proposed sign with setbacks
- Include elevation drawings showing sign dimensions and height

Payment

The Building Permit fee is \$5.00 per \$1,000.00 of fair market value. The minimum fee is \$25.00. Total valuation varies per project. Contact our Permit Desk at **(337) 291-8461** for additional info or an exact valuation.

Payment for a building permit and plans review (if applicable) is due at the time the permit is issued. Cash or check made payable to LCG only.

Process

