



**Department of Public Works**  
 Inspection Division  
 City of Baton Rouge  
 Parish of East Baton Rouge  
 P.O. Box 1471  
 Baton Rouge, Louisiana 70821  
 (225)389-8683



**THE FOLLOWING ARE REQUIRED FOR ALL 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)
- (5) CERTIFICATE OF COMPLETION FROM ARCHITECT OR ENGINEER IS REQUIRED (\*)
- (\*) NOT REQUIRED IF SIGN IS LESS THAN 100 SQUARE FEET; CERTIFICATE OF RESPONSIBILITY IS REQUIRED

*PLEASE INDICATE IF THE SIGN APPLIED FOR IS IN AN OVERLAY DISTRICT*

**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: \_\_\_\_\_

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: \_\_\_\_\_ Fax Number: \_\_\_\_\_