CITY OF ST. GEORGE
MUNICIPAL SERVICES
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Sign Permit Application

225-228-3200 | 11207 Proverbs Avenue, St. George, LA 70816 | stgeorgela.gov

Date

Street Address of Proposed Sign Location			
Business Name at this Location			
Applicant/ Business Name			
Sign Installer Name			
Sign Installer Address		Phone #	
City	State	Zip	Email

Contact Person

Name			Phone #
STREET ADDRESS			
CITY	STATE	ZIP	EMAIL

Existing Sign Information

Number & Type of Existing Signs

Type of Sign (Please Check One)

☐	Single Business Office (one building / one tenant)	☐	Single Business Office (one building / five or less tenants)
☐	Single Business Office (one building / five or less tenants)	☐	Shopping Centers, Strip Malls, Office Parks (one building with five tenants or more)
☐	Window	☐	Construction
☐	Real Estate	☐	Temporary
☐	Political	☐	Subdivision Entrance

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Proposed Signs (Please List Dimensions)

GROUND	**WALL**
Overall Height	Wall Height
Face Width	Wall Length
Face Height	Sign Width
Sign Square Feet	Sign Height

Temporary (Please List Dimensions)

Type of Temporary Sign	Sign Square Feet
Portable	Sign Start (Installation) Date

Is Sign Illuminated

☐ Yes ☐ No

If yes, Electrical Contractor Name	License #	
Street Address	Phone #	
City	State	Zip

City Inspector Comments

The applicant hereby grants permission for the City's employees, officials, and agents to enter onto the property that is subject to this application for the purposes of viewing the property and reviewing this request.

Applicant Signature	Date
Zoning Approval:	Date
Building Official Approval	Date

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Sign Permit Application Requirements
You must provide all of the following items with your application, unless the Sign Official waives a requirement:

1. **Application Fee** *The fees are as Follows:*

Commercial Signs Section Fee	
Single Business / Office Building Monument Sign	$40.00
Single Business / Office Building Wall or Monument Sign	$40.00
Wall Sign (1 sf to 59 sf)	$40.00
Wall Sign (60 sf to 99 sf)	$50.00
Wall Sign (100 sf or above)	$75.00
Shopping Center / Strip Plaza / Office Park Monument Sign	$40.00
Real Estate Signs (larger than 9 sf, higher than 5 ft)	$15.00
Temporary Signs	$15.00
Political Signs (4 x 4) each	$25.00
Political Signs (temporary) up to 100, provide location list	$100.00
Window Signs	$10.00
Residential Signs Section Fee	
Construction	$40.00
Multi-Family Identification	$40.00
Subdivision Entrance	$40.00
Real Estate Sign	None
Civic Signs Section Fee	
Monument	$40.00
Wall Sign	$40.00
Changeable Copy	$50.00
Temporary Signs	$15.00
Athletic Field	$5.00

2. **Drawing for Signs Attached to the Building Showing:**
   a) Where you plan to have the sign attached to the building.
   b) The dimensions of the wall to which you plan to have the sign attached.
   c) The dimensions of the sign.
   d) Any existing signs attached to the building.

3. **The Following Drawings for Monument, Freestanding, and Temporary Signs:**
   a) Plans signed by a structural engineer are required if the sign is over 6 ft in height.
   b) Site plan, drawn to scale, showing the following:
      I. A north arrow
      II. All structure, parking lots, drives and cur cuts on the lot
      III. Property dimensions

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IV. Street names
V. Placement of proposed sign(s)
VI. Placement of existing sign(s)

c) A Drawing of the proposed sign showing its dimensions and height above street grade.
d) Footing Details

4. **Property Owner Acknowledgement and Authorization Form for Lessees / Tenants.** *This form is required for tenants who choose to place signs on leased property.*

Notes

1. It is **illegal** to install a sign without a permit.
2. Monument & freestanding signs to be installed along roads that are part of the Green Light Plan and Move EBR should be identified prior to submitting a sign permit application.
3. You must also get an electrical permit if your sign uses electricity. In addition, all illuminated signs must meet section 16.9 Illumination for the City of St. George. Please contact a city planner with questions regarding the city's lighting ordinance.