

City of West Monroe Sign Permit Application Requirements

1. Completed application with **ALL** applicable signatures obtained.
 2. 1 (One) Sketch of sign – must be **TO SCALE** and indicate dimensions.
 3. 1 (One) detailed sketch of sign with stamped engineered foundation plans for pylon signs – must show: sign material, mounting, electrical details, location of disconnect switch, UL Label, Etc.
 4. 1 (One) Site Plan – (not required for wall, window or awning/canopy) – must show entire lot with dimensions, building footprint, existing & proposed sign locations, dimensions of setbacks to roads and other signs.
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- ALL sign contractors / electricians completing work on any portion of the project must be registered with the City of West Monroe (318-397-6722 or 318-396-2600)
 - The Sign Permit will not be issued until the plans have been approved & all applicable fees have been received.
 - A copy of the Sign Permit will be sent to the applicant upon approval. Please provide an email address.
 - ALL signs must be UL listed and labeled.
 - FEES are \$60.00 (Sixty Dollars) per sign.

City of West Monroe Sign Permit Application

Applicant Data:

Name: _____ Address: _____ Phone #: _____

Job Location:

Tenant Name: _____ Address: _____ Phone#: _____

Property Owner Data:

Name: _____ Address: _____ Phone #: _____

Sign Contractor Data:

Name: _____ Phone #: _____ WM City License #: _____

Electrician's Data:

Name: _____ Phone #: _____ WM City License #: _____

Signage Data:**ALL SIGNS MUST BE UL LISTED AND LABELED**
Listing Agency _____

* Estimated Cost of Project: \$ _____

* Permit Sign Type: Non-illuminated Internally Illuminated Externally Illuminated* Ground Pole Wall Window Awning/ Canopy RoofGround/Pole Signs: Height- _____ # of faces- _____ Width - _____ Depth- _____
Setback- _____Wall / Window Signs: Projection- _____ Width- _____ Height- _____
Total Sign Area- _____

Any information that the applicant has set forth in this application that is false or misleading may result in the rejection of this application. A condition for the issuance of this permit is that the proposed construction will comply at all times with the plans as approved by all applicable government agencies. I hereby declare and affirm, under the penalty of perjury, that all matters and facts set forth in this sign permit application are true and correct to the best of my knowledge, information and belief.

Applicant's Signature_____
Date**FOR OFFICE USE:**

ZONING _____ Approved by _____ FEE \$60 per sign