

# 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 LISTED AND LABELED**  
Listing Agency: \_\_\_\_\_ Label # \_\_\_\_\_

\* Estimated Cost of Project: \$ \_\_\_\_\_

\* Permit Sign Type:  Non-illuminated  Internally Illuminated  Externally Illuminated

\*  Ground  Pole  Wall  Window  Awning/ Canopy  Roof

Ground/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 \_\_\_\_\_

## 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.
- 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 Application will not be issued until the plans have been approved & all applicable fees have been received.
  - A permit copy of the plans will be sent to the applicant upon approval.
  - ALL signs must be listed and labeled.
  - FEES are \$40.00 per sign.