



# PERMIT APPLICATION

City of Denham Springs  
Office of Planning & Development  
P. O. Box 1629 (116 N. Range Ave.)  
Denham Springs, LA 70727-1629  
(225) 667-8326 ~ buildings@cityofdenhamsprings.com

00-148 7/21



Date: \_\_\_\_\_

Permit #: \_\_\_\_\_

## OWNER INFORMATION (Please print)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Email (for inspection notification): \_\_\_\_\_ Phone: \_\_\_\_\_

## CONTRACTOR INFORMATION (Please print)

Company Name: \_\_\_\_\_ Contract Value: \$ \_\_\_\_\_

Contact: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Email (for inspection notification): \_\_\_\_\_ Phone: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

**PROPOSED SIGN DEVELOPMENT:                      TEMPORARY OR                      PERMANENT**

**TYPE OF SIGN(S)-CIRCLE ALL THAT APPLY:**

ATTACHED	RESIDENTIAL OR	COMMERCIAL
FREE STANDING	RESIDENTIAL OR	COMMERCIAL
ILLUMINATED	YES                      OR                      NO	Lumens _____

## The following is required and shall be submitted at the same time as this application:

1. Sign Calculation Worksheet (Form 00-138)
2. Drawings showing proposed sign(s) including text and artwork, and all measurements (letters/copy/art, cabinets, poles, foundations, monument structures, etc.)
3. Site Plan for freestanding signs (I.e., signs not installed on buildings). The location of any existing signs shall also be shown on the Site Plan.

I, \_\_\_\_\_, hereby attest that the above information is true and correct to the best of my knowledge and that I have not misrepresented the facts or willfully given erroneous information. I understand it is my responsibility to know which inspections are to be conducted and when and to ensure all applicable inspections are to be conducted by the proper jurisdictional authority; if not, the construction may be considered in default and no further inspection will be made nor will occupancy be granted.

APPLICANTS SIGNATURE: \_\_\_\_\_



**CITY OF DENHAM SPRINGS**

Office of Planning and Development  
 941 Government Dr.  
 Denham Springs, LA 70726  
 (225) 667-8326

**SIGN CALCULATION WORKSHEET FOR COMMERCIAL DISTRICTS**

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

**Required submittals for sign projects:**

- Elevation drawings: Individual picture or diagram of sign, including dimensions, and picture or diagram of sign on wall or free-standing structure (monument or pole) with all dimensions shown.
  - For signs on buildings, provide drawing of sign mounted on the structure and include all dimensions (dimensions of wall, awning, canopy, etc.).
  - For free standing signs, provide drawing of sign on pole or monument structure and include all dimensions (overall height of sign, clearance from grade, etc.).
- Site plan (free-standing signs only) indicating location of sign on property with setback distances from property lines shown.
- Foundation drawings for structures 100 square feet or larger, or as requested by the building official.
- Completed sign application (Permit Application for Signs, 00-148) and sign calculation worksheet (this form, 00-138).

<b>I. SIGN(S) ON STRUCTURE</b>			
LOCATION	AREA OF PROPOSED SIGN <sup>a,b,d</sup>	SIGN SPACE (SQ.FT.) <sup>a,c,f</sup> (WALL, AWNING, ETC.)	% OF SIGN TO SPACE <sup>a,e,g</sup>
FRONT			
REAR			
LEFT			
RIGHT			
OTHER			

- a. Signs may be attached, painted, or printed upon the face of a marquee, canopy or awning, provided that the maximum allowable area for the marquee, canopy or awning or a combination of marquee, canopy and/or awning sign shall not exceed thirty (30) percent of the marquee, canopy fascia and /or awning. Marquee, canopies and awnings shall not be calculated in the total square footage of a building wall.
- b. The total area of a marquee, canopy, channel letters, or awning sign may be increased to fifty (50) percent of the area of the marquee, canopy or awning to which it is attached if no Detached or any other type of Attached Sign is used on the Premises
- c. Signs shall not extend more than eighteen (18) inches from the building wall.
- d. Signs that are located on a wall shall not exceed two hundred (200) sq ft of signage
- e. Signs shall not exceed thirty (30) percent of the wall.
- f. Signs shall not extend above the parapet, the mansard or the eaves of the building to which the sign is attached.
- g. % of signage to space: To calculate percentage, divide sign area by space area then multiply by 100.

<b>II.a. FREE STANDING SIGN(S)<sup>a,d</sup></b>				
For structures/businesses <b>other than</b> shopping centers or multi-tenant properties				
LOCATION ON PROPERTY (FRONT, NORTH, ETC.)	1a. WIDTH OF BLDG FRONTING ROAD (LINEAR FT) <sup>e</sup>	TOTAL SIGN AREA PROPOSED	2a. TOTAL SIGN AREA ALLOWED	3a. SIGN HEIGHT

- a. Signs for businesses other than shopping centers and multi-tenant properties:

Type of Sign	Identification
Number of signs	One (1) sign structure per street (maximum of two (2) sign structures total)
Number of Sign Sides	Maximum of Three (3) per Sign
Setback	Ten (10) feet from road or street Right-of-way
Permit Required	Yes
Illumination	Yes
Maximum Size	See Chart below (Maximum sign area to be determined by road frontage)
Maximum Height	Monument sign: Six (6) feet; unless set back $\geq 30'$ then sign may not exceed eight (8) feet; Pole sign: Thirty-five (35) Feet, min. 10' clearance from grade

<u>1a. BUILDING FRONTAGE</u>	<u>2a. TOTAL SIGN AREA ALLOWED (Max)</u>	<u>3a. SIGN HEIGHT (Max)</u>
100 Ft. or less	100 Sq. Ft.	6 Ft. or 8 Ft. (monument sign); 35 Ft. (pole sign)
101 Ft. to 200 Ft.	150 Sq. Ft.	6 Ft. or 8 Ft. (monument sign); 35 Ft. (pole sign)
201 Ft. or greater	200 Sq. Ft.	6 Ft. or 8 Ft. (monument sign); 35 Ft. (pole sign)

<b>II.b. FREE STANDING SIGN(S)<sup>b,c,d</sup></b>				
Signs for shopping centers and/or multi-tenant properties only				
LOCATION ON PROPERTY (FRONT, NORTH, ETC.)	1b. WIDTH OF BLDG FRONTING ROAD (LINEAR FT) <sup>e</sup>	TOTAL SIGN AREA PROPOSED	2b. TOTAL SIGN AREA ALLOWED	3b. SIGN HEIGHT

b. Signs for Shopping Centers and/or multi-tenant properties. All businesses within a shopping center and/or multi tenant properties shall erect or construct detached identification signs on a common sign structure or monument intended for the use by the businesses or tenants of the shopping center or business complex. One sign structure per street shall be allowed. A maximum of four (4) sign sides per structure shall be allowed.

Type of Sign	Identification
Number of Signs	One (1) sign per structure per street (Maximum of two (2) sign structures total)
Number of Sign Sides	Four (4) per sign
Setback	Ten (10) feet from street or road right-of-way
Permit Required	Yes
Illumination	Yes
Maximum Size	See chart below (Maximum sign area to be determined by road frontage)
Maximum Height	See chart below, min. 10' clearance from grade

<u>1b. BUILDING FRONTAGE (Max)</u>	<u>2b. TOTAL SIGN AREA ALLOWED (Max/sign)</u>	<u>3b. SIGN HEIGHT (Max)</u>
200 Ft. or less	200 Sq. Ft.	35 Ft.
201 Ft. to 400 Ft.	300 Sq. Ft.	35 Ft.
401 Ft. to 600 Ft.	400 Sq. Ft.	40 Ft.
601 Ft. to 800 Ft.	500 Sq. Ft.	45 Ft.
801 Ft. or Greater	600 Sq. Ft.	50 Ft.

- c. Out parcels may be allowed one (1) Monument Sign per street (Maximum of two (2) monument signs per lot/tract, one (1) per street front). Each Monument Sign shall be allowed a maximum height of ten (10) feet and a maximum area of one hundred (100) square feet.
- d. Signs located on properties within two hundred (200) feet of a Federal Aid System road (i.e. interstate) right-of-way may be allowed an additional footage not to exceed the height of any existing signs if only advertising emblems for food, fuel, and lodging are used on the Free-standing Sign.
- e. Width of the face of the structure actually fronting the road; not the width of the property or lot.

The City of Denham Springs sign regulations are available online at <http://cityofdenhamsprings.com/planning.html>, and can be found in the Code of Ordinances, Appendix B – Zoning, Article 19 – Sign Regulations.