CITY OF NEW ORLEANS
DEPARTMENT OF SAFETY & PERMITS
Sign Permit Application

Date: _____ **Tracking Number:**_____

Applicant's Name (Please Print):_____

Permit Address:_____ **Suite/Unit:**_____

Owner Name: _____

Owner Address:_____ **City:** _____ **State:**_____ **ZIP:** _____

Owner Telephone No.:_____ **Secondary Telephone No.:**_____

Sign Contractor Name:_____ **Telephone:** _____

Contractor Address:_____ **Suite/Unit:**_____

City: _____ **State:**_____ **ZIP:** _____ **License Number:**_____

Resident Status Number: _____ **Expiration Date:** _____

All sign contractors must be registered with the City of New Orleans as Registered Sign Contractors

Tenant Name: _____ **Telephone:** _____

Tenant Space frontage: _____ **feet** **Number of Existing Signs:** _____

Value of proposed work: $_____ **Related Permit(s):** _____

Description of proposed work: _____

_____

_____

Existing sign area (square feet): _____ **Proposed sign area (square feet):** _____

Please fill out both sides of this application.

By signing below, I understand that no refunds will be granted once the Department of Safety& Permits has accepted payment for this permit:

Applicant Signature:_____

SAFETY & PERMITS USE ONLY

Tax Bill Number: _____ **Square Number:** _____ **Lot Number:** _____

Lot Size: _____ **Corner Lot: Yes / No** | **C of A No.:**_____

Zoning District: _____ **HDLC / VCC** **BZA#:**_____ **Ordinance Number:** _____

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Permit Analyst:_____

Sign Owner Name: _____

Sign Owner Address: _____ **Suite/Unit:** _____

City: _____ **State:**_____ **ZIP:** _____ **Telephone No.:** _____

Architect/Engineer Name:_____ **Telephone:** _____

Architect/Engineer Address:_____ **Suite/Unit:**_____

City: _____ **State:**_____ **ZIP:** _____ **License Number:**_____

Company Name: _____

Sign Type: ___Detached, ___Flat, ___Projecting, ___Canopy, ___Banner ___Gen. Adv., ___ Other

Text of proposed sign: _____

_____

Graphic representations of proposed signs and text are acceptable.

Helpful Telephone Numbers:

Department of Safety & Permits:		Orleans Parish Board of Assessors	658-1300
Director's Office	658-7200	New Orleans City Council	658-1000
Plan Processing	658-7115	City Planning Commission	658-7000
Zoning Administration	658-7125	Historic District Landmarks Comm.	658-7040
Building Inspections	658-7130	Fire Prevention	658-4770
Electrical Inspections	658-7145	State Health Department	568-7970
Mechanical Inspections	658-7153	State Fire Marshall	219-4600
		FEMA	1-800-820-1125

SAFETY & PERMITS USE ONLY – SPECIAL APPROVALS

Approval Type / Reason: _____

_____

Signature: _____ **Date:** _____ **Department:** _____

Approval Type / Reason: _____

_____

Signature: _____ **Date:** _____ **Department:** _____

Approval Type / Reason: _____

_____

Signature: _____ **Date:** _____ **Department:** _____

Approval Type / Reason: _____

_____

Signature: _____ **Date:** _____ **Department:** _____