



SIGN PERMIT APPLICATION CHECKLIST

Note: The max sign height is 45 feet, and no part of any sign can be within 2 feet of any property line or in a servitude or easement. There are different height max and setbacks in overlay districts. This checklist is for on-premises signs only. You can have more than one sign under a single permit for each location. \$125 permit fee includes trades.

1. **Site Address:** A site address is the legal property address assigned by the Terrebonne Parish Communications District (911). For more information or to get an address assigned to your property, contact their office at (985) 580-0911 or by visiting them at 110 Capital Blvd. in Houma
2. **Site Plan:** Provide a site plan showing each of the sign locations.
3. **Construction Drawings:** Provide construction drawings indicating how the signs are constructed and attached, and an elevation view depicting the proposed dimensions, colors, lighting, text of the proposed sign or signs.
4. **Plans:** Provide stamped engineer plans for freestanding signs.
5. **Zoning:** The applicant should be aware of the zoning designation of the site address and whether it is in an overlay district before applying for a permit. This designation can influence the setback requirements for your proposed project. Visit www.tpcg.org/zoning for more information including the zoning map in GIS format.
6. **Louisiana State Licensing Board for Contractors:** The state of Louisiana requires that all commercial contractors performing work at or above \$50,000 have a Commercial Contractor's License. The entire contractor's licensing law, applicable rules and regulations, a list of licensed contractors and other information may be found on the Louisiana State Licensing Board for Contractors website at www.lslbc.louisiana.gov.
7. **List of All Sub-Contractors and License Numbers:** Includes electrical, plumbing, gas, and mechanical.
8. **Houma Historic District:** Pursuant to Section 20-117 of the Terrebonne Parish Code, no building, structure, or edifice, including fences, boundary walls, signs, light fixtures, steps, and paving, or other appurtenant fixtures shall be erected, altered, restored, moved, or demolished within the local Houma Historic District or any site, location, structure, or monument designated pursuant to Section 20-136 until after an application for a certificate of appropriateness as to exterior architectural features has been submitted to and approved by the Houma Historic District Commission. Please contact the Main Street Manager at (985) 873-6408 for more information.
9. **Overlay District:** there are more restrictions in the Overlay District (online at library.municode.com, Chapter 28 Zoning, Section 28-76). The corridors that make up the Major Corridor Overlay District are:
 - Hwy 311, from Barrow Street to Savanne Road.
 - Tunnel Boulevard/M.L. King Boulevard, from Barrow Street to LA 24.
 - Westside Boulevard.
 - Valhi Boulevard.
 - Bayou Gardens Boulevard.
 - South Hollywood Road, from LA Hwy 311 to Southdown Mandalay Road.

Prohibited signs in the overlay district:

- Off-premises or billboard signs.
- Portable signs.
- Readable message signs, unless they are part of or incidental to the primary sign. The size of the changeable message portion of the sign shall be limited to 25 percent of the total permitted sign area.
- Pole signs.

Sign regulations in the overlay district:

- *Sign contents.* Identification by letter, number, symbol or design of the use and its name and/or address, unless otherwise noted.
- *Main building (attached) sign.* Each business on the site shall be permitted one (1) sign mounted flat on the street facades of the building.
- *Permitted sign area.* The maximum permitted sign area shall be computed at one (1) square foot of sign area per linear foot of building width or individual tenant space along the wall on which the business has its main entrance. In no case shall the area of the sign be greater than seventy (70) square feet. Illuminated signs shall be included in the computation of aggregate sign area and shall be limited to ten (10) percent of the total glass area of the window in which they are placed.
- *Permitted dimensions.* The height of any attached main building sign measured from the bottom to the top shall be no greater than one-half ($\frac{1}{2}$) the width from one (1) side to the other.
- *Permitted height.* No attached main building sign shall be erected above the parapet level of the main building.
- *Permitted illuminations.* Attached signs may be illuminated but may not flash, blink or fluctuate.
- *Animation.* No sign shall be animated or change physical position by any movement or rotation.
- *Nonilluminated paper signs.* Nonilluminated paper signs shall be allowed in show windows, but are limited to ten (10) percent of the total glass area of the window in which they are placed.
- *Canopy signs.* Each business on a site shall be permitted no more than two (2) canopy signs. The area for each canopy sign shall be limited to six (6) square feet mounted perpendicular to the building facade over the pedestrian walkway or under the front canopy.
- *Directional signs.* Signs that give directions to motorists regarding the location of parking areas, drive-through lanes and access drives shall be permitted as accessory signs and shall not be included in any computation of sign area. Directional signs are limited to four (4) square feet each and shall not be more than six (6) feet in height above the driving or paved surface. They may be illuminated but shall not flash, blink, fluctuate nor be animated.
- *Detached signs.* "Detached" is defined as any permanent on-premises sign not connected or supported by the building and which advertises the premises' business, service or name. Each site shall be allowed one (1) detached sign subject to the following regulations:
 - *Permitted sign area.* The allowable total sign area for a site shall be computed at one (1) square foot per linear foot of street frontage along the adjacent public right-of-way. The maximum sign area for a site containing less than two (2) acres shall be seventy (70) square feet per side. The maximum allowable sign area for a site containing two (2) acres or more shall be one hundred (100) square feet per side. On a corner property, a second detached sign can be erected on the side street but such second sign shall not be more than fifty (50) percent of the area of the front detached sign.
 - *Permitted height and location.* Detached signs shall be set back from all adjacent public street rights-of-way at a distance at least equal to the height of the sign. The setback shall be measured from the nearest part of the sign to the public street right-of-way. No detached sign, except monument signs as noted in subsection 5., below, shall be higher than twenty-five (25) feet in height when measured from the street curb of the adjacent street.
 - *Permitted illuminations.* Detached signs may be illuminated but may not flash, blink, fluctuate or be animated.
 - *Animation.* No detached sign shall be animated or change physical position by any movement or rotation.
 - *Monument signs.* A monument sign may be located in the most rearward five (5) feet of the required ten-foot landscape buffer area. Monument signs shall not exceed a height of seven (7) feet from the driving or paved surface. Mounds or berms on which a monument sign is located shall be no more than two (2) feet in height above the average lot elevation.
 - *Temporary detached signs.* Temporary detached signs are strictly prohibited in the overlay district.
 - *Flags, streamers, banners, and pennants.* Flags, streamers, banners or pennants, when used to advertise products or services are considered signs. They may only be displayed in connection with grand openings or special events no more than once semiannually for any one (1) business entity or applicant. Such signs may be displayed for a period not to exceed fourteen (14) consecutive calendar days upon the issuance of a temporary permit by the department of planning and zoning. This in no way prohibits or infringes upon the right to display the American flag or other political or other flags if displayed in a patriotic and nonadvertising manner.
- *Legally nonconforming signs.* Any fixed structure sign in compliance with parish regulations located within the overlay district at the time these overlay district regulations become effective and that do not conform to these overlay district regulations shall be considered legally nonconforming signs.

Any alteration as to size, shape, height or location shall immediately cause the sign to lose its legally nonconforming status and become subject to removal upon proper notice.

- Portable signs located in the overlay district in existence at the time of the adoption of this ordinance [Ordinance 7350, adopted September 12, 2007] must be removed within one hundred twenty (120) days from the day this ordinance becomes effective. Failure to do so will constitute a violation of this zoning ordinance.
- A portable sign may be allowed on a temporary basis for a period of not more than seven (7) days in any one (1) calendar year. An application for a temporary portable sign permit must be obtained from and submitted to the Terrebonne Department of Planning and Zoning.

Please call the Permit Office at (985) 873-6567 with any questions.

Apply online at www.mypermitnow.org or in person at Government Tower, 8026 Main Street, Suite 100, Houma, LA 70360.