

THE ABC'S OF SIGNS IN JEFFERSON PARISH

Is my sign legal?

Every building and business owner in Jefferson Parish should read the following information about signs.

WHAT IS A SIGN?

A sign is any structure, display, device or inscription which is located upon, attached to, or painted or represented on any land, on any building or structure, on the outside or inside of a window, or on an awning, canopy, marquee, or similar appendage, and which displays or includes any numeral, letter work, model, banner, emblem, insignia, symbol, device, light, trademark or other representation used as, or in the nature of, an announcement, advertisement, attention arrester, direction, warning, or designation of any person, firm, group, organization, place, community, product, service, business, profession, enterprise, or industry.

Most signs require a permit!

A **permit must** be obtained **before erecting or installing** any sign.

All signs must be constructed in accordance with the structural and safety requirements of the building code even if exempted from a building permit.

There are **very few exceptions** that allow signs to be displayed without a building permit. Examples of **exempted signs** are as follows:

1. **Temporary non-illuminated real estate signs** or signs announcing contemplated improvements of property (real estate) and located on the premises, not to exceed 8 square feet. One sign is allowed per street frontage.
Note: This exception applies to all residential zoning districts; less restrictive districts may allow up to 64 square feet for real estate signs.
2. **Temporary political signs**, maximum thirty-two (32) square feet. Permissible temporary signs must be removed promptly after the event for which they are displayed.
3. **Municipal numbers** (House Address).

If you have any concerns about sign permits, contact the Plan Review Section of Code Enforcement.

East Bank: 736-6959

West Bank : 364-3512

SIGN PERMIT APPLICATION REQUIREMENTS

- Application must contain lot, square and subdivision name of the property.
- One (1) digital set of drawings in PDF format of the proposed sign(s) bearing the original stamp of a Louisiana Registered Architect or Civil Engineer.

EXCEPTION:

Signs that are not required to withstand the minimum wind loads required by the International Codes (such as: signs inside of buildings or painted on buildings or structures) do not need to have the drawings stamped by a registered architect or civil engineer.

- Faxed drawings are not acceptable.
- Drawings shall contain proposed location of sign, construction, materials, manner of illumination, method of securing or fastening of sign, number of signs applied for, wording on sign(s) and design wind load.
- A digital copy in PDF format of the property survey for all freestanding signs.
- Building and/or tenant space width and height in PDF format for signs attached to buildings.
- Owner's name, address and telephone number.
- Sign contractor to show certification of resident/non-resident status with Louisiana Department of Revenue and Taxation.

DID YOU KNOW?

- Your address is a sign.
- You must display your address.
- Your address must be visible at night to emergency response personnel.
- No signs are allowed on public property unless authorized by the Council or official governmental agency.
- Official traffic signs, provisional warning signs and temporary signs indicating danger are excluded from permit requirements.
- Illegal signs on public property are subject to removal.
- Illegal signs may be referred to a hearing at which time hearing costs and fines may be assessed against the sign's owner or beneficiary.
- Pennants, streamers, and other fluttering, spinning, or similar type signs are prohibited.

EXCEPTIONS:

- National flags and flags of political subdivisions of the United States.
- Flags of bonafide civic, charitable, fraternal, religious, and welfare organizations.
- No more than three (3) flags that carry the name and/or logo of a company or business, which is located on the premises where the flags are displayed.
- During nationally recognized holiday periods, or during special civic events, such as Mardi Gras pennants, banners, and streamers pertaining to said period or events may be displayed on a temporary basis upon resolution of the Parish Council.

If you have concerns about *signs violating the law*, contact the Department of Property Maintenance/Zoning/Quality of Life.

East Bank: 736-6961

West Bank: 364-3505