



## ST. TAMMANY PARISH

PATRICIA P. BRISTER  
PARISH PRESIDENT

revised 05-02-16

### REQUIREMENTS FOR COMMERCIAL SIGN PLAN REVIEW

- Completed Permit Application
- Legal Description of Property (recorded copy of title, deed, cash sale)
- Lease
  - Drawing of the sign(s) including dimensions, height, width and square footage and a color drawing of the sign face
  - Survey plat or site plan indicating: Location of Building(s) on site, width of building(s) onsite, sign location & setbacks, access, site triangles.
- Department of Planning & Development Review (985-898-2529)
- Complete set of stamped foundation plans (must have live stamp); preferably in electronic PDF format
- Completed Sheriff's Job Registration Form (over \$20,000)
- Permit fees

#### Fee Schedule (All fees are due at the time of application)

- New Construction    \$140.00 + 0.21 per sq ft (of sign face)