



OFFICE OF COMMUNITY PLANNING  
AND DEVELOPMENT

E-mail: [permits@wbr council.org](mailto:permits@wbr council.org)

Phone: (225) 336-2434

### Sign Initial Requirements

WBR Permit Office is able to assist with the information in blue.

Properties within city/town of Port Allen, Brusly, Addis limits require **Initiation Forms** signed by their designee.

**\$40**

**Sign Permit Application-** Form OCPD #004si (Page 2)

- **Contractors** listed on the application must be state licensed and registered with WBR Parish. Each contractor must sign their separate permit.
- If sign is electrical, **\$20** per sign will be added to the **\$40** permit fee. (Page 3)

Electrical Contractor: \_\_\_\_\_ State License #: \_\_\_\_\_

**If Sign is Roadside, Approved Plat of Property**

- Obtained from WBR Clerk of Court at (225) 383-0378 (*inside courthouse*)

Submit **Sign Plot Plan/Site Plan** of property drawn to scale showing the following:

- Proposed Sign Location
- Outside of the Existing Servitudes & Setbacks of Property Lines
- 10ft is allowed for 1 (one) sign

**Contract Agreement** between contractor and landowner.

*By signing this form, you are stating that you understand the above requirements and have submitted the appropriate documentation.*

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Print Name



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## SIGN PERMIT APPLICATION (Form OCPD #004si)

<b>Project</b> Address: _____		<b>City &amp;</b> Zip Code: _____	
<b>Land Owner(s):</b>		Phone #:	
E-mail:		Alternative Contact #:	
<b>Applicant:</b>		Phone #:	
E-mail:		Alternative Contact #:	
<b>SIGN DETAILS</b>			
Location of Sign: <input type="checkbox"/> Roadside <input type="checkbox"/> Attached to Building		Approximate Cost of Proposed Work:	
Type of Sign: <input type="checkbox"/> Electrical (Add \$20 per sign) <input type="checkbox"/> Non-Electrical		Total Sq. Ft. of Sign:	
Size:	Type:	Height:	Lighting:
<b>CONTRACTOR'S NAME/BUSINESS NAME</b>			<small>For WBR Staff- Registration Status Active?</small>
<b>General Contractor:</b>			<input type="checkbox"/> YES <input type="checkbox"/> NO
Phone #:		E-mail:	
<b>Electrical Contractor:</b>			<input type="checkbox"/> YES <input type="checkbox"/> NO
Phone #:		E-mail:	
<b>Application Certification:</b> I certify that I have provided the information on this application and that I have reviewed ALL of the information on this form. I further certify that the information I have provided is true and correct to the best of my knowledge and that I have read and understand the laws of West Baton Rouge Parish as related to the development of my property (including, but not limited to Zoning and Site Development regulations). I am aware that any false or misleading information on this form, or any violation of Parish property development laws could result in legal action taken against me or others by West Baton Rouge Parish.			
_____ Signature		_____ Print Name	_____ Date
<b>FOR OCPD STAFF</b>			
Date Initiated	Municipality		Is an Initiation Form Required?
			Record of Parish Approved Plat?
Lot # /Tract	Subdivision		Approved By
Map # & Parcel #	Lot size (sq.ft.)	Current Zoning	Date Approved
Site plan:		Notes:	
Permit ID	Payment Method	Permit Fee	Date Paid



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## SIGN ELECTRICAL PERMIT APPLICATION



Owner of Property:	Project Address:
Phone #:	City/Zip:

### CONTRACTOR INFORMATION

Company Name:	Phone #:	
Approximate Cost of Proposed Work:	E-mail:	
Authorized Signature:	Date:	WBR Registration #:

**NOTE:** All work shall be readily accessible for inspection(s) by the Building Official or his designee. This form offers no deviation or exclusion from permitting procedures and policies, local ordinances or code adoption by the Parish.  
**WORK CANNOT START until this permit is in possession and is posted on the job site as per local ordinance.**

### ITEMS TABLE CALCULATIONS OF PERMIT FEE

Code	Item	Qty	Fee	Total	Code	Item	Qty	Fee	Total
E01	Transformer		\$16.00		E20	Correct wiring <i>(change out, upgrade or relocate service)</i>		\$20.00	
E02	Line – underground <i>(per foot)</i>		\$0.13		E21	Circuit Branch		\$3.00	
E03	Service <= 60 amps		\$8.00		E22	Circuit – Feeder		\$6.00	
E04	Service <= 100 amps		\$12.00		E23	Motor < 1 HP <i>(Fraction)</i>		\$3.00	
E05	Service <= 200 amps		\$14.00		E24	Motor, 1-2 HP		\$6.00	
E06	Service <= 400 amps		\$16.00		E25	Motor, 3-5 HP		\$8.00	
E07	Service <= 600 amps		\$18.00		E26	Motor, 7.5-10 HP		\$10.00	
E08	Service <= 800 amps		\$20.00		E27	Motor, 15-25 HP		\$12.00	
E09	Service <= 1000 amps		\$22.00		E28	Motor, 30-100 HP		\$16.00	
E10	Service <= 1200 amps		\$24.00		E29	Motor, 150-200 HP		\$20.00	
E11	Service <= 1400 amps		\$26.00		E30	Motor, 250+ HP		\$24.00	
E12	Service <= 1600 amps		\$30.00		E31	Swimming Pool		\$20.00	
E13	Service <= 1800 amps		\$34.00		E32	Generator		\$40.00	
E14	Service <= 2000 amps		\$38.00		E33	Solar Panel Installation		\$75.00	
E15	Service <= 2400 amps		\$42.00		E34	Temporary Cut-In		\$20.00	
E16	Service <= 2500 amps		\$46.00		E35	Re-inspection Residential each		\$10.00	
E17	Commercial – Temp Building		\$20.00		E36	Re-inspection Commercial each		\$25.00	
E18	Mobile Home – Residential		\$10.00		E27	After-Hour Inspection		\$100.00	
E19	Temporary Meter		\$20.00		E38	Minimum Fee		\$20.00	

TOTAL FEE	DATE PAID	<input type="checkbox"/> Cash	<input type="checkbox"/> Check # _____	<input type="checkbox"/> Credit Card*
				*3% transaction fee

### FOR OCPD STAFF

Associated Permit #
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