



Sign Permit Application

Typical permitting procedure:

1. Submit a completed application, site plan (w/ dimensions to lot lines, easements, servitudes, etc.), rendering of sign (w/ dimensions), and copy of current occupational license for review to the Office of Zoning and Planning Administration.
2. Application and all supporting documentation is then reviewed for compliance with sign regulations. A review letter will be generated that will either list required corrections that must be made to the documents prior to resubmittal or precautionary notes listing items that will be verified for compliance during inspection once permit is issued.
3. Once the application is approved, the applicant will receive notification, fees are due and the permit is ready to issue. Permit fees are available online at www.crowley-la.com.

Allow a minimum of 3 business day for the City of Crowley to review documentation. Should amendments to the submittal be necessary, additional time may be required.

Checklist

- Completed, signed application.
 - Contact information for applicant and sign contractor.
 - Physical address of business
 - Zoning classification
 - Legal description of property
 - Flood zone
 - Type of illumination
 - Certificate of Appropriateness from Crowley Historical Commission (if located within Commercial Historical District)
- Site plan with dimensions to lot lines.
- Rendering of sign with dimensions.
- Copy of current business license.

Note: Applicant may be required to submit additional documentation or make required revisions at the discretion of the Zoning and Planning Administrator.