



CALCASIEU PARISH
BILLBOARD/OFF-SITE ADVERTISING SIGN
CHECKLIST

- Legal Description** (cash deed, tax assessment, abstract) **of tract of land where Billboard will be placed**

- Lease Agreement** (this is proof that the owner has agreed to placement of sign)

- Site Drawing** (be specific! Show nearest roadways, intersections or other landmarks—always show north arrow on drawing.)

- Billboard Sign Drawing** (may be included on your site drawing—show sign structure w/dimensions and distance from ground level) ****Must have Louisiana Engineer stamp to show compliance with wind load –for sign structure and foundation.**

- Billboard Application** (filled out completely w/signature and date—first come, first serve!)

****Flagging the proposed location will aid in the review process.****

Once all documentation is submitted, a review and site visit will be performed to determine eligibility for permits. (This process may take up to 1 week or more.)

****Other information may be required, as necessary to complete review process****