



# CITY OF RUSTON

Inspection Department  
318-251-8640  
Fax: 318-251-8650

## ON-PREMISE SIGN PERMIT APPLICATION

### TYPE OF SIGN

ATTACHED/WALL     GRAND OPENING SIGN     DEVELOPMENT SIGN     FREESTANDING

★ Does any signage included as part of this application qualify as an electrical sign (the term "electrical sign" includes, but is not limited to, neon gas tubing, freestanding electrical signs and attached electrical signs)?

Yes                       No

### ★SITE PLAN MUST BE INCLUDED WITH APPLICATION

NAME OF PROJECT \_\_\_\_\_

ADDRESS \_\_\_\_\_

LEGAL DESCRIPTION \_\_\_\_\_

### APPLICANT/PROJECT MANAGER'S INFORMATION (Primary Contact for the Project):

Name \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_ E-Mail Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_ PHONE: \_\_\_\_\_

CONTRACTOR ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

ELECTRICIAN: \_\_\_\_\_

IS ELECTRICAL SIGNAGE UL LISTED AND STAMPED?: \_\_\_\_\_

DESCRIPTION OF WORK: \_\_\_\_\_

VALUATION (Labor/Materials): \$ \_\_\_\_\_

**SUPPORTING INFORMATION:**

CURRENT ZONING \_\_\_\_\_

PRESENT USE OF PROPERTY \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**FREESTANDING SIGNS:**

LENGTH OF ROAD FRONTAGE: \_\_\_\_\_

*(length of the property line along the roadway.)*

DISTANCE FROM THE RIGHT-OF-WAY TO THE FRONT EDGE OF THE PROPOSED SIGN: \_\_\_\_\_

UNIT HEIGHT AND DIMENSIONS (ELEVATION VIEW): \_\_\_\_\_

SIGN DIMENSIONS: \_\_\_\_\_

MOUNTING SYSTEM: \_\_\_\_\_

**ATTACHED SIGNS:**

LENGTH OF THE MAIN ENTRY FAÇADE OF THE BUILDING: \_\_\_\_\_

HEIGHT OF THE MAIN ENTRY FAÇADE OF THE BUILDING: \_\_\_\_\_

DIMENSIONS OF PROPOSED SIGN: \_\_\_\_\_

DIMENSIONS OF ALL EXISTING ATTACHED SIGNS: \_\_\_\_\_

**GRAND OPENING SIGNS:**

MAXIMUM PERIOD OF DAYS TO BE DISPLAYED: \_\_\_\_\_

*The applicant has prepared this application and certifies that the facts stated herein and exhibits attached hereto are true and correct.*

\_\_\_\_\_  
Signature of Owner, Agent or Applicant

\_\_\_\_\_  
Date

*Official Use Only*

\_\_\_\_\_  
Plans Examiner

\_\_\_\_\_  
Zoning Official

<b>COMMENTS</b>
YES or NO

COMMENTS:

# **SIGN PERMIT CHECKLIST**

**The following is needed in all districts for a sign application:**

## Fees

- o 1. Building permit fee. The fee is based on the valuation of the sign.

## For Freestanding Signs:

- o Site Plan - Be sure to include to engineering scale:
  - 1. Road Frontage - What is the length of the property line along the roadway?
  - 2. Location of proposed sign on site.
  - 3. Distance from the right-of-way to the front edge of the proposed sign.
- o Sign Graphic - Be sure to include to engineering scale:
  - 1. Unit height and dimensions (an elevation view).
  - 2. Dimensions of the sign.

## For Attached Signs:

- o Pictures or Graphics that show where the signs will be placed on the building and where all current signs are on the building.
- o Dimensions of the sign and all existing signs on the building.
- o Wall signs cannot be mounted above the roof line without permission from the building official. This would require a structural engineer to verify with load calculations and a stamped print stating that the building was capable of sustaining the load.

**There is additional information required for signage in the Downtown Historic District. All applications for sign permits in this district shall be reviewed by the city's Mainstreet Commission.**

## **On-Premise General Requirements**

(Ord. No. 1466, Sec. 22-3, § 1, 7-1-1991)

- (a) Signs shall pertain to the identification of the primary uses and/or services provided or products sold on the premises, except off-premise signs, temporary, shopping center or multiple tenant signs, political, governmental or community service signs, as are otherwise provided in this chapter.
- (b) All signs shall meet the requirements of the city building code.
- (c) No person or business firm, acting either as principal or agent, shall erect or install any sign or sign structure until a permit for such work has been issued by the Building Official to a contractor or the owner or occupant of the premises where the work is to be done, except as otherwise provided in this Chapter.
- (d) The location on the property of all permitted on-premise signs shall be established when the permit is obtained. Signs found moved from the specific location without permission from the enforcing authority will void the permit, and the sign shall be ordered removed. Upon conviction, the permittee will be fined \$50.00 for each violation after one written warning, per location, of penalties for such violation.
- (e) Signs with moving messages, time and temperature and temporary messages made from interchangeable characters attached to tracks or grooves on the sign board may be changed by the owner, occupant or their employees, provided the sign has been approved and constructed in accordance with this chapter and the building code.
- (f) No sign, sign structure or sign support shall project over any side or rear property line.
- (g) All businesses and residences shall be identified by a street address sign or number which shall be clearly visible from the street.
- (h) Signs with flashing, blinking or traveling lights shall have light bulbs which do not exceed 40 watts each. No white, clear or red bulbs may be used, except on moving message signs. Yellow "bug light" bulbs, not exceeding 60 watts, will be allowed. No flashing, moving or blinking lights will be allowed on any sign within five feet of a public street right-of-way and below nine feet in height.
- (i) Signs placed at or within five feet of a street right-of-way shall be constructed and/or installed so that an area three feet to nine feet from the ground level shall be clear of all signage or supports which can obstruct a motorist's view when entering a street or an intersection.
- (j) Where the right-of-way extends to such a depth that a sign placed at the right-of-way would not obstruct the view, the authority charged with enforcement of this chapter may allow the sign to be placed at the right-of-way and shall be exempt from the three-foot to nine-foot height requirement as set forth in subsection (i) of this section.
- (k) Where the topography of a sign location is such that the three-foot height would obstruct the view or higher than three feet would not obstruct the view, adjustment may be allowed or required by the enforcing authority.
- (l) Signs within the five-foot area off the right-of-way as described in subsection (i) of this section shall be attached to the ground, concrete or asphalt so as to be as permanent as possible. A portable type sign, if so attached, would be permitted as a permanent freestanding sign, provided it can meet the height and light requirements for the area.

## **On-Premise Prohibited Signs**

(Ord. No. 1466, Sec. 22-8, § 1, 7-1-1991)

### **The following signs shall be prohibited:**

- (a) Any sign, or its supports, located on the public right-of-way, including public streets, alleys and parkways, except street signs and other required governmental signs and markers.
- (b) Signs with flashing, blinking or traveling lights, except as may be permitted by this section.
- (c) Any sign which does not comply with Section 22-3.
- (d) Signs which resemble any official traffic sign or bear the words "stop," "go," "slow," "caution," "danger," "warning" or similar words.
- (e) Signs which, by reason of their size, location, movement, content, coloring or manner of illumination, may be confused with or construed as a traffic control sign, signal or the light of an emergency or road equipment vehicle.
- (f) Signs which hide from view any traffic or street sign or signal or similar device.
- (g) Signs which emit sound, odor or visible matter which serves as a distraction to persons within the public right-of-way.