

St. James Parish Government



P. O. Box 106
Convent, Louisiana 70723-0106
FAX (225) 562-2422
TDD: (225) 562-8500

Peter A. Dufresne
Parish President

Permitting Phone: (225) 562-2243

Permitting Email: permitting@stjamesparishla.gov

All Sign Permits - \$100

****All permit fees are non-refundable****

- Proof of Ownership or lease agreement
- Contract or Permission Letter from Property Owner
- Liner Footage of Building (*detached signs*)
- Liner Footage of Lot (*detached signs*)
- Plans for SCP&D Submittal
- Contractor's Registration
- State License Certificate

Levee Board Information:

Please note that any and all excavations within 1,500 feet of the crown of the Mississippi River levee must obtain a letter of no objection from the Pontchartrain Levee District (East Bank) at (225) 869-9721 or Lafourche Basin Levee District (West Bank) at (225) 265-7545.

Rick Webre
Director of
Operations

Felix Boughton
Director of
Finance

Ingrid LeBlanc
Director of
Human Resources

Eric Deroche
Director of
Emergency Preparedness

Permitting Department

Sign Permit



Type of Sign: _____

Residential or Commercial Use (circle one)

PROJECT/SERVICE ADDRESS: _____
(STREET) _____ (CITY, STATE) _____ (ZIP) _____

PROPERTY OWNER'S INFORMATION

Name: _____

Mailing Address: _____

Phone: _____

City: _____

Email: _____

State, Zip: _____

APPLICANT'S INFORMATION

Name: _____

Mailing Address: _____

Phone: _____

City: _____

Email: _____

State, Zip: _____

CONTRACTOR'S INFORMATION

Name: _____

Mailing Address: _____

Phone: _____

City: _____

Email: _____

State, Zip: _____

Installer: _____

STATE LIC#: _____

CR#: _____

PROJECT DESCRIPTION:	VALUE OF SIGN
<input type="checkbox"/> Sign Attached <input type="checkbox"/> Sign Detached <input type="checkbox"/> Temp Banner	
Square Footage: _____ Liner Ft of Building: _____ Liner Ft. of Lot: _____	

CERTIFICATION

I certify that the above information is correct and agree to construct this building in accordance with the plot, building plans and specifications submitted herewith, in strict compliance with all the provisions of the Building Code, Electrical Code, and Health and Plumbing Regulations of St. James Parish.

Applicant (Please Print)

Date

Title

Applicant's Signature

PAYMENT INFORMATION

PERMIT AMOUNT: \$ _____ Payment Reference #: _____

PAYMENT TYPE: Cash, Check, Money Order, or Credit Card