

# CITY OF ABBEVILLE

## OCCUPATIONAL LICENSE APPLICATION

### (PRINT ONLY)



Name which business is to be conducted: \_\_\_\_\_

Owner: \_\_\_\_\_

Business Location: \_\_\_\_\_ Mailing address \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Business phone: \_\_\_\_\_ Home/Cell phone: \_\_\_\_\_

Email address: \_\_\_\_\_

Nature of business: \_\_\_\_\_ Opening date: \_\_\_\_\_

Type of business (check appropriate box):

- |  |   |                                      |   |   |
|--|---|--------------------------------------|---|---|
| <input type="checkbox"/> Store Front       | <input type="checkbox"/> Delivery Service | <input type="checkbox"/> Cyber Store | <input type="checkbox"/> Itinerant        | <input type="checkbox"/> Door to Door                               |
| <input type="checkbox"/> Bed and Breakfast | <input type="checkbox"/> Food Truck       | <input type="checkbox"/> Non-Profit  | <input type="checkbox"/> Non-Occupational | <input type="checkbox"/> Gaming Rental (pool table, foosball, etc.) |

Type of ownership (check appropriate box):

- |                                     |                                      |                              |                                      |                              |                                     |                                |
|-------------------------------------|--------------------------------------|------------------------------|--------------------------------------|------------------------------|-------------------------------------|--------------------------------|
| <input type="checkbox"/> Individual | <input type="checkbox"/> Partnership | <input type="checkbox"/> INC | <input type="checkbox"/> Corporation | <input type="checkbox"/> LLC | <input type="checkbox"/> Non-Profit | <input type="checkbox"/> Other |
|-------------------------------------|--------------------------------------|------------------------------|--------------------------------------|------------------------------|-------------------------------------|--------------------------------|

Names of all partners or principal officers of a corporation (corporation only):

How many places of business do you operate within city limits? \_\_\_\_\_

Answer yes or no for the following statements:

	YES	NO	Forms/Permits Required (if yes)
This business will be located within the city limits of Abbeville	<input type="checkbox"/>	<input type="checkbox"/>	Occupational License
This business will sell alcohol and/or liquor.	<input type="checkbox"/>	<input type="checkbox"/>	Alcohol Permit
This business will install and/or make changes to a sign.	<input type="checkbox"/>	<input type="checkbox"/>	Sign Permit
This business will operate as a chain store.	<input type="checkbox"/>	<input type="checkbox"/>	Chain Store Application
This business will serve food.	<input type="checkbox"/>	<input type="checkbox"/>	Grease Trap Permit

### Electronic Signature Agreement

I understand and agree that my application will be signed electronically when I type my name in the signature box AND select the check box below. I also understand that my electronic signature means that I intend to apply for this permit/application and have provided the City of Abbeville with accurate information.

I understand that under penalty of perjury that I have examined all the information on this application, and it is true and correct to the best of my knowledge. I understand that anyone who knowingly gives a false or misleading statement about a material fact in this electronic application, or causes someone else to do so, commits a crime and may be sent to prison or may face other penalties, or both.

Owner Signature \_\_\_\_\_

Date \_\_\_\_\_

☐ I have read and agree with the statements above.

## **CHECK-OFF LIST FOR ALL CITY OF ABBEVILLE OCCUPATIONAL LICENSE TYPES**

### **Store Front Business NOT SERVING FOOD**

- ☐ City of Abbeville Occupational License Application
- ☐ State Fire Marshall Plan Review <https://lasfm.louisiana.gov/>
- ☐ Electrical Inspection form to be completed by customer's state licensed electrician
- ☐ Secretary of State Certificate
- ☐ Sales Tax Certificate (VPSB 337-898-5732)
- ☐ Complete Chain Store Documentation (if own multiple locations)
- ☐ Set up utility account with utility department in company name
- ☐ Sign Permit Application/Drawings

### **Store Front Serving Food/Beer/Alcohol**

- ☐ City of Abbeville Occupational License Application
- ☐ State Fire Marshall Plan Review <https://lasfm.louisiana.gov/>
- ☐ Electrical Inspection form to be completed by customer's state licensed electrician
- ☐ Secretary of State Certificate or Assumed business name
- ☐ Sales Tax Certificate (Vermilion Parish School Board 337-898-5732)
- ☐ Complete Chain Store Documentation (if own multiple locations)
- ☐ Health Inspection/permit (Contact Kelly Smith @ 337-898-1438)
- ☐ Grease Trap Drawings/Application
- ☐ Layout Restroom/Fixtures Drawings
- ☐ Liquor License Application/Documentation (if serving liquor or beer){State and Local}
- ☐ Set up utility account with utility department in company name
- ☐ Sign Permit Application/Drawings

### **Non-Store Front Business {Online Business}**

- ☐ City of Abbeville Occupational License Application
- ☐ Sales Tax Certificate (Vermilion Parish School Board 337-898-5732)
- ☐ Secretary of State Certificate or Assumed business name

### **Non-Profit Organization**

- ☐ City of Abbeville Non-Profit Occupational License Application
- ☐ State Fire Marshall Plan Review <https://lasfm.louisiana.gov/>
- ☐ Electrical Inspection form to be completed by customer's state licensed electrician
- ☐ Secretary of State Certificate showing Non-Profit Status in good standing
- ☐ Set up utility account with utility department in Non-Profit entity name

**Food Truck/Itinerant/Door-to Door {See all requirements in each packet}**

- ☐ Food Truck Packet
- ☐ Itinerant Packet
- ☐ Door-to-Door Packet

# How to submit your plan review to LA State Fire Marshall

**{per City of Abbeville's Local Fire Department; LA State Fire Marshal's Office requires all new businesses to submit to LA State Fire Marshal}**

1. <https://lasfm.louisiana.gov/>
2. If you do not already have an account; create login credentials
3. Login using your login in credentials
4. Select "submit or access a construction project or PLAN REVIEW link
5. Go over to the top right corner of page and select "Start New Review"
6. Select New Plan Review
7. Answer yes or no, whichever applies to you situation
8. Select Architectural Review {change of occupancy falls under this review type, so this is the review you want to select}
9. Click blue button with white arrow
10. Complete the form

**CITY OF ABBEVILLE  
ELECTRICAL INSPECTION  
(PRINT ONLY)**



Name of Business: \_\_\_\_\_

Location of Business: \_\_\_\_\_

Business Owner's Name: \_\_\_\_\_ Property Owner's Name: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

Is master switch accessible? ☐ Yes ☐ No Condition: \_\_\_\_\_

Number of circuits serving occupancy: \_\_\_\_\_ Are circuits overloaded? ☐ Yes ☐ No

Are circuits properly protected? ☐ Yes ☐ No Type of protection: \_\_\_\_\_

Are conductor's proper size? ☐ Yes ☐ No

Are all conductor joints in accordance with the National Electric Code? ☐ Yes ☐ No

Are all outlets and receptacles properly protected? ☐ Yes ☐ No Is installation and appliances properly grounded? ☐ Yes ☐ No

Do electrical installations comply with National Electric Code, Local Codes & the City of Abbeville's Codes, Rules & Regulations? ☐ Yes ☐ No

**LIST NONCOMPLANCES IN THE AREA PROVIDED AND/OR THE BACK OF THIS CERTIFICATE:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**NOTE: R.S. 40:1561, Chapter 7, Article 160, Electrical wiring and devices: All electrical wiring and devices installed in any structure, watercraft or movable shall be installed in accordance with best practice. Compliance with the latest edition of the National Electrical Code constitutes compliance with this section.**

**NOTE: INSPECTION CAN ONLY BE SUBMITTED TO THE CITY OF ABBEVILLE BY A LICENSED ELECTRICIAN.**

**CERTIFICATION BY:**

Signature of Licensed Electrician \_\_\_\_\_ Date \_\_\_\_\_

Electrician Address: \_\_\_\_\_

License Number: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**CITY OF ABBEVILLE**  
**GREASE TRAP APPLICATION**  
**(BUSINESSES SERVING OR PREPARING FOOD)**



DATE OF APPLICATION: \_\_\_\_\_  
 BUSINESS NAME: \_\_\_\_\_  
 BUSINESS PHYSICAL ADDRESS: \_\_\_\_\_  
 BUSINESS OWNER PHONE: (HOME) \_\_\_\_\_ (CELL) \_\_\_\_\_  
 EMAIL ADDRESS: \_\_\_\_\_

1. Has the facility for which this application is hereby made been previously permitted by the Department of Health and Hospitals for the purpose of operating a Retail Food Establishment? ☐ YES ☐ NO
2. Will the occupancy classification (i.e., bar, restaurant, grocery) of the business for which you are applying remain exactly the same as the previous business? ☐ YES ☐ NO
3. Name the responsible agent if different from the business owner: \_\_\_\_\_  
 Phone #: \_\_\_\_\_ Email: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_

**4. Type of Business:**

- |  |  |  |   |
|--|--|--|---|
| <input type="checkbox"/> Bakery                      | <input type="checkbox"/> Grocery deli (kitchen)          | <input type="checkbox"/> Hospital/Clinic Cafeteria | <input type="checkbox"/> Restaurant/Bar |
| <input type="checkbox"/> Bar                         | <input type="checkbox"/> Grocery Packaged Only           | <input type="checkbox"/> Meat Market               | <input type="checkbox"/> Seafood Market |
| <input type="checkbox"/> Day Care<br>w/ food prep    | <input type="checkbox"/> Group Home<br># residents _____ | <input type="checkbox"/> Nursing Home Cafeteria    |   |
| <input type="checkbox"/> Other – (be specific) _____ |  |  |   |

**5. Type of Submission:**

- |   |   |
|---|---|
| <input type="checkbox"/> change of existing business ownership only                 | <input type="checkbox"/> reopening of previously closed food establishment. How long was it closed? _____ |
| <input type="checkbox"/> conversion of non-food establishment to food establishment | <input type="checkbox"/> change of existing retail food business and property ownership                   |
| <input type="checkbox"/> new construction of retail food establishment              | <input type="checkbox"/> other – be specific: _____   |
| <input type="checkbox"/> renovation/remodel of existing retail food business        |   |

**6. If increasing the square footage of the business or the usable area, indicate the following:**

Existing Footage: \_\_\_\_\_ Proposed Square Footage Change: \_\_\_\_\_ Total \_\_\_\_\_

**7. Total square footage of business \_\_\_\_\_ Usable square footage of business \_\_\_\_\_**

(Note: According to La State Plumbing Code, the usable square footage is the total square footage minus kitchen, toilets, halls, and heating-ventilation-air space. Do not subtract space for shelving, tables, or any equipment that is not permanently attached).

**8. Plumbing:**

Restrooms:

Ladies

\_\_\_\_\_ # of toilets  
 \_\_\_\_\_ # hand washing stations

Men

\_\_\_\_\_ # of toilets  
 \_\_\_\_\_ # urinals  
 \_\_\_\_\_ # hand washing stations

Other Plumbing

\_\_\_\_\_ # of water fountains ☐ N/A (state reason) \_\_\_\_\_

Indirect drain connections provided at food preparation sinks (including 3 compartment sink) ☐ YES ☐ NO ☐ N/A

If not applicable state reason \_\_\_\_\_

**9. Grease trap size provided or proposed for facility: \_\_\_\_\_**

(Note: It is recommended that specifications for grease trap or grease interceptor are submitted and approval received prior to purchasing the device.)

**10. What is the method of garbage/waste disposal? \_\_\_\_\_**

## **REQUIREMENTS FOR GREASE TRAP PERMIT**

- \_\_\_\_\_ Complete Application with Permit Department
- \_\_\_\_\_ Submit plans, drawn to scale with dimensions, including the following:
  - \_\_\_\_\_ drawing and dimensions of grease trap
  - \_\_\_\_\_ pictures if available
- \_\_\_\_\_ Pay for permit once grease trap application has been approved.

### **FLOOR PLAN IS REQUIRED (HAND-DRAWN OR PROFESSIONALLY DRAFTED)**

#### **Electronic Signature Agreement**

I understand and agree that my application will be signed electronically when I type the information on the lines below **AND** select the check box below. I also understand that my electronic signature means that I intend to apply for this permit/application and have provided the City of Abbeville with accurate information.

I understand that under penalty of perjury that I have examined all the information on this application, and it is true and correct to the best of my knowledge. I understand that anyone who knowingly gives a false or misleading statement about a material fact in this electronic application, or causes someone else to do so, commits a crime and may be sent to prison or may face other penalties, or both.

\_\_\_\_\_  
Signature of person preparing this form

\_\_\_\_\_  
Date of Signature

\_\_\_\_\_  
Print Name of person preparing this form

\_\_\_\_\_  
Print Title of Person preparing this form

☐ I have read and agree with the statements above.

Upon completion of this form, turn in to **City of Abbeville, Permit Department.**

This form along with drawings submitted will be reviewed by the City's Building Code Enforcement Officer for compliance.

**CONTACT INFORMATION:** City of Abbeville, Permit Dept. (337)898-4213  
Building Code Enforcement Officer (337)893-8397

Plan Review and Inspection Fee: \$125.00 (this fee must be paid before occupancy is granted)

#### **For Office Use Only:**

☐ Approved

☐ Denied

\_\_\_\_\_  
Signature of BCEO

\_\_\_\_\_  
Date

As a representative of Primeaux and Associates, I understand and agree that when I type my name on the above line and select the check box below my approval/denial will be signed electronically. I also understand that my electronic signature means that I inspected any information given to me pertaining to this permit/application and have provided the City of Abbeville with accurate information.

I understand that under penalty of perjury that I have examined all the information on this application, and it is true and correct to the best of my knowledge. I understand that anyone who knowingly gives a false or misleading statement about a material fact in this electronic application, or causes someone else to do so, commits a crime and may be sent to prison or may face other penalties, or both.

☐ I have read and agree with the statements above.

# CITY OF ABBEVILLE SIGN/BILLBOARD PERMIT APPLICATION



Application is hereby made for a building permit in accordance with the description and for the purpose hereinafter set forth. This application is made subject to all City and State Laws and Ordinances and which are hereby agreed to by the undersigned and which shall be deemed a condition entering into the exercise of this permit.

**APPLICANT NAME:** \_\_\_\_\_ **PHONE #:** \_\_\_\_\_

**APPLICANT ADDRESS:** \_\_\_\_\_ **CELL #:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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**PROPERTY OWNER AS SHOWN ON DEED:**

**FULL NAME:** \_\_\_\_\_

**PHONE #:** \_\_\_\_\_ **CELL #:** \_\_\_\_\_

**OWNER MAILING ADDRESS:** \_\_\_\_\_

**LOT NO:** \_\_\_\_\_ **BLOCK 3:** \_\_\_\_\_ **SUBDIVISION:** \_\_\_\_\_

**LIST ANY STRUCTURES ON THIS TRACT:** \_\_\_\_\_

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**APPLICATION FOR:**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> New Sign               | <input type="checkbox"/> Alteration of Existing Sign | <input type="checkbox"/> Expansion of Sign |
| <input type="checkbox"/> Reconstruction of Sign | <input type="checkbox"/> Relocation of Sign          | <input type="checkbox"/> Billboard         |

**ADDRESS OF SIGN/BILLBOARD:** \_\_\_\_\_

**COST OF SIGNAGE: \$** \_\_\_\_\_ **ESTIMATED COMPLETION DATE:** \_\_\_\_\_

**DIMENSIONS OF SIGN/BILLBOARD:** \_\_\_\_\_ **HEIGHT OF SIGN/BILLBOARD:** \_\_\_\_\_

**MATERIALS USED TO CONSTRUCT SIGN:** \_\_\_\_\_

**INDICATE COLOR:** Attach Graphic Illustration) \_\_\_\_\_

**IF LIGHTED SIGN INDICATE WHAT SOURCE:**

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Incandescent filament bulb | <input type="checkbox"/> Electric discharge bulb | <input type="checkbox"/> Neon tube and fluorescent tube |
|---|--|---|

**TYPE OF SIGN:**

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Arcade sign                | <input type="checkbox"/> Flat mounted Sign         | <input type="checkbox"/> Programmable Electric Sign |
| <input type="checkbox"/> Architectural Sign         | <input type="checkbox"/> Free Standing Sign        | <input type="checkbox"/> Projecting sign            |
| <input type="checkbox"/> Architectural Sign Cluster | <input type="checkbox"/> Historic Sign             | <input type="checkbox"/> Temporary sign             |
| <input type="checkbox"/> Attached Sign              | <input type="checkbox"/> Inflatable sign (Balloon) | <input type="checkbox"/> Time & Temperature Sign    |
| <input type="checkbox"/> Awning Sign                | <input type="checkbox"/> Landmark Sign             | <input type="checkbox"/> Vertical Banner Sign       |
| <input type="checkbox"/> Banner sign                | <input type="checkbox"/> Light Box Sign            | <input type="checkbox"/> Window Sign                |
| <input type="checkbox"/> Cable-hung banner          | <input type="checkbox"/> Marquee                   |   |
| <input type="checkbox"/> Canopy Sign                | <input type="checkbox"/> Monument sign             |   |
| <input type="checkbox"/> Fin Sign                   | <input type="checkbox"/> Mural                     |   |

**BILLBOARDS:**

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Double faced, Back-to-Back V type | <input type="checkbox"/> Illuminated Billboard | <input type="checkbox"/> Rotating message Billboard |
|--|--|---|

Please provide the **street side linear footage** of the lot on which the building is located: \_\_\_\_\_

**ATTACHED SIGNS ONLY:** Please provide the **linear footage of frontage of building** where sign will be attached: \_\_\_\_\_



## REQUIREMENTS FOR SIGN/BILLBOARD PERMIT

- \_\_\_\_\_ Complete Application with Permit Department
- \_\_\_\_\_ Submit plans, drawn to scale with dimensions, including the following:
  - \_\_\_\_\_ Details indicating proposed sign area, dimensions, colors, materials, graphic illustration and methods of illumination and attachment.
  - \_\_\_\_\_ A site plan indication of the location of all existing and proposed signs.
  - \_\_\_\_\_ Building elevations with the proposed sign depicted.
  - \_\_\_\_\_ Photographs of the proposed sign location and the existing signs.
- \_\_\_\_\_ Pay for permit once sign application has been approved.

Billboards or signs with foundation and/or site requirements are subject to review by the City's Building Code Enforcement Office with Administrative Fees charged to cover to review.

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing the above proposed work will be complied with whether specified herein or not. The granting of a permit does not give authority to violate or cancel the provisions of any other statement, local, or state law regulating construction or the performance of construction.

### Electronic Signature Agreement

I understand and agree that my application will be signed electronically when I type my name in the signature box **AND** select the check box below. I also understand that my electronic signature means that I intend to apply for this permit/application and have provided the City of Abbeville with accurate information.

I understand that under penalty of perjury that I have examined all the information on this application, and it is true and correct to the best of my knowledge. I understand that anyone who knowingly gives a false or misleading statement about a material fact in this electronic application, or causes someone else to do so, commits a crime and may be sent to prison or may face other penalties, or both.

Signature \_\_\_\_\_

Date \_\_\_\_\_

☐ I have read and agree with the statements above.

The following City of Abbeville Ordinances provide guidelines and explanations for sign requirements.

[https://library.municode.com/la/abbeville/codes/code\\_of\\_ordinances](https://library.municode.com/la/abbeville/codes/code_of_ordinances)

PART II - CHAPTER 5 - ARTICLE IX – SIGNS

PART II - CHAPTER 5 - ARTICLE X – BILLBOARDS

### FOR OFFICE USE ONLY

☐ Smart Zone

☐ Main Street District

Council District \_\_\_\_\_

☐ Flood Zone

☐ Historical District

Permit # \_\_\_\_\_

☐ Cultural District

Permit Fee \$ \_\_\_\_\_

☐ Planning Zone Approval

Admin Fee \$ \_\_\_\_\_

## ANNUAL CHAIN STORE TAX REPORT

Send payment to: CITY OF ABBEVILLE, TAX DEPT.  
PO BOX 1170  
ABBEVILLE LA 70511-1170

STORE NAME AND ADDRESS:

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LIST STORES LOCATED IN THE CITY OF ABBEVILLE CORPORATE LIMITS (NAME AND STREET ADDRESS):

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TOTAL STORES OPERATING IN ABBEVILLE, LISTED ABOVE, AS OF JANUARY 1 OF CURRENT YEAR \_\_\_\_\_

TOTAL STORES IN OPERATION (ANY LOCATION), UNDER THE SAME GENERAL MANAGEMENT, SUPERVISION,  
OWNERSHIP, OR CONTROL AS OF JANUARY 1 OF CURRENT YEAR \_\_\_\_\_

### COMPUTATION OF TAX (see explanation on back)

TAX DUE	\$ _____
INTEREST	\$ _____
PENALTY	\$ _____
TOTAL AMOUNT DUE	\$ _____

### AFFIDAVIT

I swear (or affirm) that this report has been examined by me, and, to the best of my knowledge and belief is true and correct.

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

_____ Signature of Officer Administering Oath	_____ Title
_____ Business Owner/Representative Signature	_____ Title

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See attached License Tax Schedule.

### CHAIN STORE LICENSE TAX SCHEDULE

Belonging to a chain or group having:

(1) Not more than 10 stores	\$10.00 per store in Abbeville
(2) More than 10, but not more than 35 stores	15.00 per store in Abbeville
(3) More than 35, but not more than 50 stores	20.00 per store in Abbeville
(4) More than 50, but not more than 75 stores	25.00 per store in Abbeville
(5) More than 75, but not more than 100 stores	30.00 per store in Abbeville
(6) More than 100, but not more than 125 stores	50.00 per store in Abbeville
(7) More than 125, but not more than 150 stores	100.00 per store in Abbeville
(8) More than 150, but not more than 175 stores	150.00 per store in Abbeville
(9) More than 175, but not more than 200 stores	200.00 per store in Abbeville
(10) More than 200, but not more than 225 stores	250.00 per store in Abbeville
(11) More than 225, but not more than 250 stores	300.00 per store in Abbeville
(12) More than 250, but not more than 275 stores	350.00 per store in Abbeville
(13) More than 275, but not more than 300 stores	400.00 per store in Abbeville
(14) More than 300, but not more than 400 stores	450.00 per store in Abbeville
(15) More than 400, but not more than 500 stores	500.00 per store in Abbeville
(16) More than 500 stores	550.00 per store in Abbeville

1. Rate of Tax	-The rate of tax is determined from the total stores operated under the same general management, supervision, ownership, or control, wherever located, including the Abbeville stores covered by this report. Refer to License Tax Schedule above.
2. Measure of Tax	-The measure, or the amount of tax due the City of Abbeville, is determined by applying the rate of Tax to the total retail stores in Abbeville.
3. Example	-If an operator of a total of 36 retail stores located in Texas, New York, Alabama and Louisiana, operates 5 stores in Abbeville, the amount of chain store tax would be computed as follows: The license tax schedule above shows that the rate of tax on a chain of between 35 and 50 stores is \$20.00 per Abbeville store. Therefore, the amount of tax due would be 5 Abbeville stores at \$20.00 each or a total of \$100.00.
4. Interest and Penalty	-If return is not filed and the tax paid before March 1 <sup>st</sup> each year, there will be added to the tax interest at the rate of 1.25% per month until paid and penalty at the rate of (5%) for each thirty days or fraction thereof of delinquency not to exceed (25%) in the aggregate.
5. New Stores Opened During Taxable Year	-The rate of tax for stores opened in Abbeville after January 1 <sup>st</sup> shall be the same as though the new Stores were added to the number in operation on January 1 <sup>st</sup> . If a store is opened in Abbeville after June 30 of Any year, the rate applicable to such store for the First year shall be one-half of the rate determined As herein above provided.

This report must be made to the DEPARTMENT OF REVENUE, Abbeville, Louisiana 70510. The remittance to cover the tax evidenced by this report must be mailed to the CITY OF ABBEVILLE, DEPT OF REVENUE, PO BOX 1170, ABBEVILLE LA 70511-1170 **before March 1<sup>st</sup>.**

Sec. 5-272. - Attached signs.

(a) *Quantity.*

- (1) No more than one sign shall be permitted for each separate ground-level occupancy frontage, except that:
  - a. Any ground-level occupancy with more than one occupancy frontage may have one (1) attached sign on each occupancy frontage, not to exceed four (4) frontages; and
  - b. Any ground-level occupancy exceeding twenty thousand (20,000) square feet may have up to three (3) signs on one (1) of its occupancy frontages and any ground-level occupancy exceeding fifty thousand (50,000) square feet may have up to five (5) signs on one (1) of its occupancy frontages.
- (2) One (1) sign shall be permitted for each second-story occupancy frontage with direct exterior access to the ground from the second story.
- (3) A maximum of four (4) canopy signs shall be permitted on a service station canopy with a maximum of two (2) canopy signs allowed on any side of the service station canopy.

(b) *Size.*

- (1) The aggregate sign area of all attached signs on a ground-level occupancy frontage shall not exceed two (2) square feet for each linear foot of such occupancy frontage, all to a maximum of three hundred (300) square feet per occupancy frontage.
- (2) Second- or third-story attached sign(s) shall be limited to one-half ( $\frac{1}{2}$ ) the first-floor sign area allowances.
- (3) The sum of the sign area of the attached signs on any building frontage shall not exceed one (1) square foot for each linear foot of building frontage.
- (4) On a service station canopy, signage shall not exceed the follow square footages:
  - a. One of the canopy signs shall have an aggregate sign area that does not exceed one (1) square foot for each linear foot of the length of the side of the canopy on which the sign is placed, and the length of that canopy sign shall not exceed a maximum of forty (40) percent of the length of that canopy side. The larger canopy sign shall be one (1) contiguous sign.
  - b. The remaining canopy signs shall not exceed the following square footages:
    1. For signs approved prior to the effective date of the ordinance from which this section derives, the maximum square footage allowed for each remaining canopy sign shall be six and one-half ( $6\frac{1}{2}$ ) square feet per sign; and
    2. For signs approved after the effective date of the ordinance from which this section derives, the maximum square footage allowed for each remaining canopy sign shall be not more than twenty-five (25) square feet per sign.

(5) The signage allowed for light box signs at service stations shall be limited to twenty (20) percent of the surface area of the light box up to a maximum of eight (8) square feet.

(6) All signage at service stations shall conform to section 5-254.

(c) *Height.*

(1) No attached sign shall be displayed higher than the finished floor elevation of the third floor of a building.

(2) For buildings less than eighty (80) feet in height, no attached sign shall be displayed higher than the finished floor elevation of the third floor of a building when that building has a skyline sign pursuant to other provisions of this section.

(3) An attached programmable electronic sign shall not be displayed higher than thirty (30) feet from grade.

(4) The height of service station canopy sign shall not exceed two and one-half (2½) feet in height.

(d) *Setbacks.*

(1) Signs facing an abutting residential parcel shall be at least thirty (30) feet from the property line of such residential parcel, unless it includes a programmable electronic sign, in which case the sign shall be at least one hundred fifty (150) feet from the property line of such residential parcel.

(2) Signs facing an abutting nonresidential parcel shall be at least ten (10) feet from the property line of such nonresidential parcel, unless the abutting nonresidential parcel contains a parking lot or driveway at its nearest point to the sign, in which case no setback is required.

(e) *Programmable electronic sign.* Operation of the programmable electronic sign shall conform to the provisions of section 5-236.

(f) *Additional allowed signage.*

(1) The following additional signs shall be allowed and shall not reduce otherwise allowed signage:

a. *Fin signs.*

1. Fin signs shall be allowed that:

- i. Do not exceed twenty (20) square feet in area per side;
- ii. Project no more than three (3) feet from the wall to which it is attached;
- iii. Are located at least seven (7) feet but not more than twenty (20) feet above grade;  
and
- iv. Are not illuminated or are illuminated by external or neon tube lighting.

2. Each ground level occupancy frontage may have one (1) such fin sign.

b. *Awning signs.*

1. A maximum of two (2) awning signs of no greater than ten (10) square feet in area may be placed upon each discrete surface of an awning.
  2. Awning signs shall be located at least seven (7) feet but not more than twelve (12) feet above grade.
  3. Awning signs shall not be illuminated.
  4. Awning signs shall maintain a minimum three-inch clearance from the edge of the discrete surface of the awning on which the sign is placed.
- c. *Window signs.*
1. Window signs consistent with section 5-250 of this article are allowed.
  2. Window signs shall not be allowed above the first floor, except as follows:
    - i. Window signs may be displayed by second-story occupancy frontages with no separate ground-level frontage.
- d. *Arcade signs.*
1. Arcade signs shall be allowed that:
    - i. Do not exceed ten (10) square feet in area per side; and
    - ii. Are located at least eight (8) feet above grade.
  2. Each ground-level occupancy frontage may display one (1) such sign.
- e. [*Vertical projecting signs.*] Vertical projecting signs are allowed when all of the following criteria would be met:
1. The sign does not exceed twenty (20) square feet in sign area; and
  2. The building to which the sign is attached is at least thirty (30) feet in height; and
  3. The sign shall be located at least fifteen (15) feet above grade; and
  4. The sign shall project no more than six (6) feet from the building surface to which the sign is attached; and
  5. The sign may project above the cornice or parapet of a building to which it is attached for a distance no greater than ten (10) feet; and
  6. Each building occupancy frontage may display no more than one (1) such sign.
- (2) Marquees. The maximum sign area of marquees and the maximum amount of other signage on an occupancy frontage with a marquee shall be subject to design approval and shall not be subject to other size and quantity restrictions in this section.
- (3) Murals.

(Ord. No. 13-07, 5-21-13; Ord. No. 14-07, 10-7-14; Ord. No. 21-06, 9-21-21)

Sec. 5-273. - Freestanding signs.

(a) *Quantity.*

- (1) One (1) freestanding sign shall be allowed on a parcel for each street frontage of the parcel which measures fifty (50) linear feet or more in length.
- (2) Exceptions.
  - a. One (1) additional freestanding sign for each fifty (50) linear feet of outdoor retail display frontage of that parcel up to a maximum of two (2) additional freestanding signs, provided that the total number of freestanding signs allowed on any parcel shall not exceed a total maximum of three (3) freestanding signs.

(b) *Size.*

- (1) The aggregate sign area of all freestanding signs on a parcel shall not exceed a total area equal to one (1) square foot per each one (1) linear foot of street frontage of the parcel, and the aggregate sign area of all freestanding signs along one (1) single public right-of-way shall not exceed a total area equal to one (1) square foot per each one (1) linear feet of street frontage along that one (1) public right-of-way.
- (2) No freestanding sign shall have an area in excess of one hundred twenty (120) square feet.
- (3) A freestanding sign shall have a maximum sign area of forty (40) square feet when facing streets with residential property across the street.

(c) *Height.* The maximum height of a freestanding sign shall be the square footage of the sign area divided by four (4). However, in no event shall the height of any sign exceed twenty (20) feet.

(d) *Setbacks.* The required front setback of a freestanding sign on a parcel shall be a minimum of four (4) feet for any sign that is six (6) feet or less in height, six (6) feet for any sign greater than six (6) feet in height but less than ten (10) feet in height, and ten (10) feet for any sign that is ten (10) feet or greater in height.

(e) *Programmable electronic signs.* Operation of the programmable electronic sign shall conform to the provisions of section 5-236 hereof.

(f) *Other provisions.*

- (1) *Sign base.* All freestanding signs shall be placed on a base of at least eighteen (18) inches in height that is architecturally consistent with the main building of the parcel and the freestanding sign it supports. The base shall be constructed of durable materials to reduce the likelihood of unsightly signs and blighted conditions.
- (2) *Landscaping.* All freestanding signs shall be located fully within a landscaped area extending from the supporting structure of the sign to a point on all sides that is at least four (4) feet from vertical lines drawn from the outer edges of the sign. For purposes of this provision,

"landscaped area" shall mean an area containing live plant material including, but not limited to, ground cover, shrubs, grass and trees.

(3) *Time and temperature signs.*

- a. Any otherwise allowed freestanding sign may include a time and temperature sign not exceeding fifteen (15) square feet in sign area.
- b. A time and temperature sign not exceeding fifteen (15) square feet in sign area, excluding any frame, may be located on the primary building on a parcel.
- c. Any time and temperature sign meeting the requirements of subsection a. or b. above shall not reduce otherwise allowable signage.

(g) *Multiple parcels subject to a single development permit.* Where more than one (1) parcel is subject to a single building permit issued pursuant to chapter 5, the term "parcel" as used in this section shall mean the entire site covered by the single development permit.

(h) *Architectural signs.*

- (1) The total amount of architectural signs allowed on any one building shall not exceed a total maximum area of two hundred (200) square feet per building, in the aggregate.
- (2) Each architectural sign shall be limited in area to a maximum of thirty-two (32) square feet, except that one (1) architectural sign of up to one hundred (100) square feet in area may be located on one (1) building frontage, all subject to the total maximum area allowed under subsection (b) above.
- (3) Architectural signs may be allowed on the exterior of that portion of a building containing residential uses.

(i) *Inflatable or balloon signs.*

- (1) Inflatable or balloon signs may be allowed on sites and in a manner meeting all of the following criteria:
  - a. The location is on site for a festival, special event, or grand opening; and
  - b. The permit shall be not exceed seven (7) days; and
  - c. The sign must be safely and securely mounted to a structure.
- (2) The inflatable or balloon sign allowed under this section must meet the additional following criteria:
  - a. The inflatable or balloon sign shall be no greater than one thousand (1,000) cubic feet in size; and
  - b. The inflatable or balloon sign shall extend no higher than the lesser of the following heights:
    1. Thirty (30) feet above the building parapet or building roof surface if there is no



parapet; or

2. The height set forth in a no hazard determination by the Federal Aviation Administration; and
- c. The inflatable or balloon sign shall extend no less than ten (10) feet above the building parapet or building roof surface if there is no parapet.

(Ord. No. 13-07, 5-21-13; Ord. No. 14-07, 10-7-14; Ord. No. 15-10, 11-17-15; Ord. No. 21-01, 3-16-21)

**CERTIFICATE FOR ASSUMED BUSINESS NAMES**

**LAS-R.S. 51:281**

**STATE OF LOUISIANA  
PARISH OF VERMILION**

BE IT KNOWN, that on this \_\_\_\_\_, day of \_\_\_\_\_, 20\_\_\_\_  
before me, the undersigned notary, personally came and appeared:

**(NAME)**

\_\_\_\_\_

**(PHYSICAL ADDRESS)**

\_\_\_\_\_

\_\_\_\_\_

Who conducts or intends to conduct business under the following  
assumed business name:

**(NAME)**

\_\_\_\_\_

**(PHYSICAL ADDRESS)**

\_\_\_\_\_

\_\_\_\_\_

**THUS DONE AND PASSED** in the Parish of Vermilion, State of Louisiana,  
duly acknowledged by the registrant, before me, the undersigned  
notary, in accordance with LSA-R.S. 51:281, et seq.

WITNESSES:

\_\_\_\_\_

\_\_\_\_\_

**(REGISTRANT)**

\_\_\_\_\_

\_\_\_\_\_

**(NOTARY PUBLIC)**