



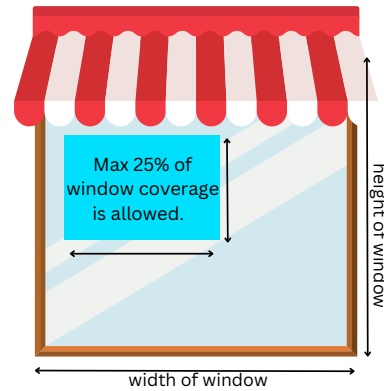
Including replacement signs.
ALL non-compliant or unpermitted signs (this includes pole signs) must come down before the new business is licensed.



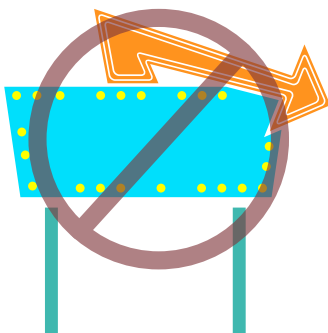
For your permit, you must submit a sample image of your sign showing: sign length and width, sign area, and placement on building.



If you are in an historic district, you must apply to the Historic District Commission for approval.
No internally lit signs are allowed.



Window decals count as attached signage and must be included in the permit application. *Murals also require approval.*



Pole or pylon signs are ONLY allowed on C-2 zoned parcels larger than one acre on the WB Expressway.



All other detached signs are limited to monument-style signs with landscaping.



City of Gretna Fact Sheet

New Business Signs



Need a new business sign? Here's what you need to know:

All signs must be permitted! Please see reverse side for more information about sign requirements in Gretna. Sign size allowances depend on the zoning district and whether the business is in an historic district.

Sign permits are filed online at www.mygovernmentonline.org.

To apply for a sign permit you will need the following information:

- **Your zoning district AND if you are in a historic district.** You can look up your property's district from the Planning Department website <https://www.gretnala.com/departments/planning-zoning/>
 - *Zoning:* Use the "Layers" menu in the top left corner and under Districts check off "Zoning"
 - *Historic District:* Under Districts check off "McDonoghville District," and "National Historic Districts," and "Gretna Historic District"
 - *In historic districts you will need to provide an image of your proposed sign and apply for Historic District Commission approval.*
- **The length of the front of your building** or leased space in linear feet.
- **Image of your sign that shows the area (in square feet) and dimensions of your sign:** length and width for attached signs and length, width and height for detached signs.
- **Image or drawing showing the placement of your sign** on the building for attached signs, or site plan showing location on the property for detached signs.
- **A contract or invoice showing the cost of the project.**
- **Stamped drawings showing sign attachment details** and/or foundation for detached signs.

SIGNS, SIGNS, EVERYWHERE THERE'S SIGNS

- **Window Signs and Decals** count toward the maximum allowed attached signage, with a maximum of 50 square feet or 25% of window area, whichever is smaller. NOTE: For safety reasons, 75% of windows must be clear of signs.
- **Pole and Pylon Signs** are only allowed on parcels that are zoned C-2, abut the Westbank Expressway, and are at least 1 acre in area. Existing, non-compliant pole signs must be removed before new businesses will be licensed.
- **Temporary Signs** (ie. grand opening banners, etc.) are limited to 32 square feet and require a permit.
- **Existing Signs** cannot be re-used without a permit and **MUST BE REMOVED** if they do not meet current code requirements.
- **Prohibited Signs** include but are not limited to moving or blinking signs, rotating signs, fluttering signs, internally illuminated signs in historic districts, roof signs, and projecting signs.
- **Murals** require Historic District Commission or City Council approval.

FULL GRETNA FENCE REGULATIONS ARE AVAILABLE AT

www.gretnala.com/UDC, see Sections 58-191 through 58-202

www.gretnala.com/departments/building/hdc/ for Historic District Guidelines

**For more assistance please contact the Department of Planning and City Development at (504) 363-1556
Or Historic District Commission / Building Department at (504) 363-1563 (Rev. August 22, 2022)**