

SIGN PLAN REVIEW CHECKLIST



☐ This checklist must be submitted with a Building Permit Application for any SIGN

Job Information

Property Address:		Suite #	Business Name:	
Sign Company:		Office #:		Cell #:
Address:	City/State:	Zip:	Email:	

Sign Type

PERMANENT SIGN (check all that apply) New sign Change to existing sign Face change only

Illuminated Sign: Wall Monument Pole (within 450 ft. of US 175)
 Non-illuminated Sign: Wall Monument Pole (within 450 ft. of US 175)
 Electronic Message Board: Wall Monument Pole (within 450 ft. of US 175)
 Directional Sign Menu Board Other: _____

Sign Dimensions

Height of copy area:	Total height of sign structure:	Store front or wall height:
Width of copy area:	Total width of sign structure:	Store front or wall length:
Total copy area of sign:	Total area of sign structure:	Total store front or wall area:
Distance from property line: North _____ ft. East _____ ft. South _____ ft. West _____ ft.		
Sign reads:		
Are there any other existing wall signs at this store or building location?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Are there any other existing monument/freestanding signs at this property or location?		<input type="checkbox"/> Yes <input type="checkbox"/> No

Submittal Requirements

The following documents must be submitted with application:

- Contractor Registration Application with State issued id and appropriate trade license.
- Building Permit Application (2 copies) (Located at <http://www.kaufmantx.org/2214/Forms> under Building Permit Forms)
- Plan Review Checklist (2 copies)
- Site Plans and Drawings (2 copies)

Applicant's Signature: _____

Date: _____

Print Name: _____

Contact Phone #: _____

By signing this you have agreed that all required information has been submitted. Failure to submit all information may result in a delay of your permit being issued.

City of Kaufman Development Services
 209 S. Washington Street, Kaufman, Texas 75142
 972/932-2216 • Fax 972/932-6288
www.kaufmantx.org • jhenderson@kaufmantx.org