

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

<input type="checkbox"/> Illuminated Sign:	<input type="checkbox"/> Wall	<input type="checkbox"/> Monument	<input type="checkbox"/> Pole (within 450 ft. of US 175)
<input type="checkbox"/> Non-illuminated Sign:	<input type="checkbox"/> Wall	<input type="checkbox"/> Monument	<input type="checkbox"/> Pole (within 450 ft. of US 175)
<input type="checkbox"/> Electronic Message Board:	<input type="checkbox"/> Wall	<input type="checkbox"/> Monument	<input type="checkbox"/> Pole (within 450 ft. of US 175)
<input type="checkbox"/> Directional Sign	<input type="checkbox"/> Menu Board	<input type="checkbox"/> 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 (1 copies) (Located at <http://www.kaufmantx.org/2214/Forms> under Building Permit Forms)
 - Plan Review Checklist (1 copies)
 - Construction Plans (2 copies) 11"x17" paper copies
 - Site Plans and Drawings (2 copies)
 - 1 usb drive if the plans are larger than 11"x17"

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
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972/932-2216