

# SIGN PLAN REVIEW CHECKLIST



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

Job Information			
<b>Property Address:</b>		<b>Suite #</b>	<b>Business Name:</b>
Sign Company:		Office #:	Cell #:
Address:	City/State:	Zip:	Email:
Sign Type			
<b>PERMANENT SIGN</b> (check all that apply) <input type="checkbox"/> New sign <input type="checkbox"/> Change to existing sign <input type="checkbox"/> 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			
<b>The following documents must be submitted with application:</b>			
<input type="checkbox"/> Contractor Registration Application with State issued id and appropriate trade license.			
<input type="checkbox"/> Building Permit Application (1 copies) (Located at <a href="http://www.kaufmantx.org/2214/Forms">http://www.kaufmantx.org/2214/Forms</a> under Building Permit Forms)			
<input type="checkbox"/> Plan Review Checklist (1 copies)			
<input type="checkbox"/> Construction Plans (2 copies) 11"x17" paper copies			
<input type="checkbox"/> Site Plans and Drawings (2 copies)			
<input type="checkbox"/> 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