

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 100 ft. of US 75) |
| <input type="checkbox"/> Non-illuminated Sign: | <input type="checkbox"/> Wall | <input type="checkbox"/> Monument | <input type="checkbox"/> Pole (within 100 ft. of US 75) |
| <input type="checkbox"/> Electronic Message Board: | <input type="checkbox"/> Wall | <input type="checkbox"/> Monument | <input type="checkbox"/> Pole (within 100 ft. of US 75) |
| <input type="checkbox"/> Directional Sign <input type="checkbox"/> Menu Board | | | |

TEMPORARY SIGN

- For sale, lease, or rent sign Temporary construction sign Banner (limited to 21 day period and 3 times/year)*

***Start date when banner will be displayed:** _____

GRAND OPENING (check all that apply) Issued within 90 days of opening, limited to 45 days

- Banner Balloons Pennants Inflatables

Sign Dimensions

Height of sign: _____ ft.	Total height of sign structure: _____ ft.
Width of sign: _____ ft.	Total area of sign structure: _____ sq. ft.
Copy area of sign: _____ sq. ft.	Length of store front or building: _____ ft.
Distance from property line: _____ ft.	Façade area of store front or building: _____ sq. ft.

Sign reads:

Are there any other existing wall signs at this store / building location? Yes No

Are there any other existing monument/freestanding signs at this property location? Yes No

Submittal Requirements

The following documents must be submitted electronically with application:
<https://energovweb.cityofallen.org/energov/selfservice#/home>

- Building Permit Application
- Plan Review Checklist
- Site Plans and Drawings

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.

SIGN PERMIT FEE SCHEDULE



In the event the application is not approved, the fee shall be refunded at a rate of 50 percent.

1. Temporary sign (erect, alter, replace or relocate):
 - a. Banners, special events, and grand openings: ... \$ 30.00
 - b. Model home/model home park signs: \$100.00 / year, renewable annually.
 - c. Other temporary signs: \$100.00 / year, renewable annually.

2. Permanent freestanding or attached wall sign (erect, alter, replace or relocate):
 - a. Illuminated: \$100.00
 - b. Non-illuminated: \$ 50.00

3. A sign plan for permanent signs in retail, commercial, industrial, and office districts: \$300.00
80 percent of the fee if each sign were permitted separately, whichever is greater.

4. All other signs: \$ 50.00

5. Revisions hourly rate minimum: \$ 50.00