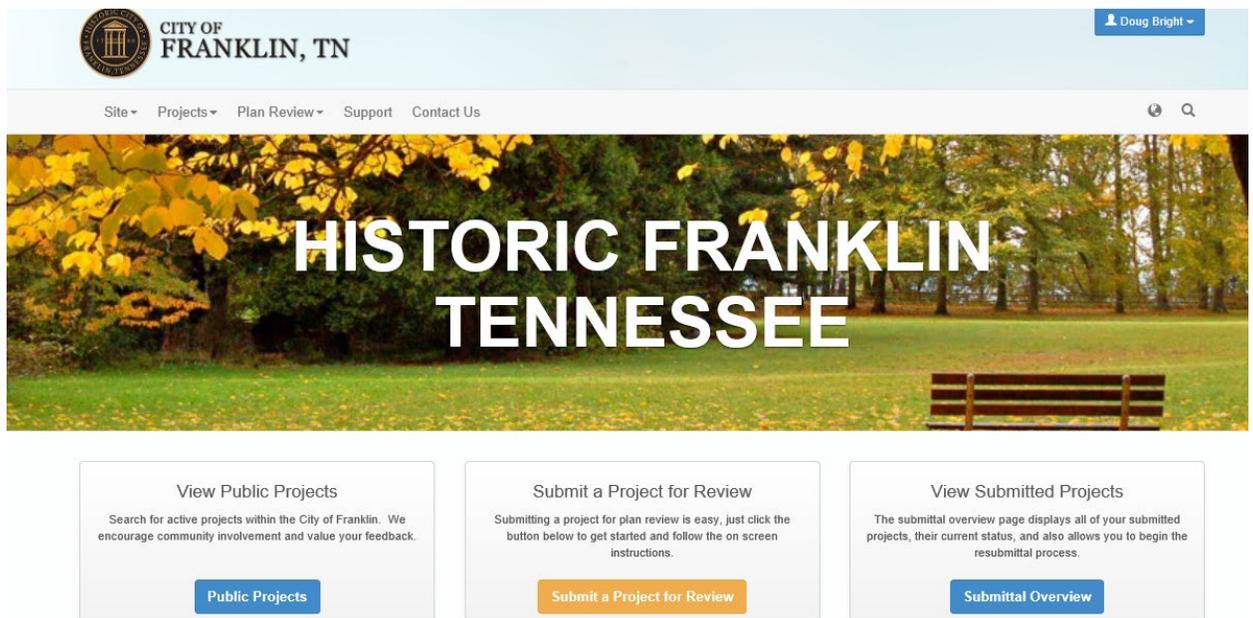


## How to submit a sign application and upload plans.

This electronic submission is the ONLY way to apply for a sign permit. We no longer accept paper plans and applications for signs.

Below is a step by step guide that is easy to follow. Follow these instructions and you will not have any issues.

1. Create a login here <https://franklin.idtplans.com/secure/>
2. Click on the orange button that says, "Submit a project for review".



3. Under application type choose 13) Sign Permit.
4. Type in the project name.
5. Click "save and continue".
6. Read all the bullet points then check the box that says, "check all".
7. Click "save and continue".
8. Add your project address.

9. Click "save and continue".
10. Select the correct applicant info, enter the info if needed.
11. Click "save and continue".
12. Add contractor info.
13. Indicate if an electrical contractor has been assigned. If yes, enter contractor info.
14. Click "save and continue".
15. Answer the 2 questions.
16. If yes, complete info about the signs, just answer the questions.
17. Click "save and continue".
18. Answer the questions.
19. Click "save and continue".
20. Confirm the data on your application, then check the box at the bottom of the page.

(Skip to next page)



**CITY OF  
FRANKLIN, TN**

### 13) Sign Permit

City of Franklin  
109 Third Ave So. | Franklin, TN 37064  
P: 615-791-3212 | E:  
susan.coleman@franklin.tn.gov

#### Project Overview

**Project Title:** test  
**Application Type:** 13) Sign Permit  
**Workflow:** Sign Permit  
**Jurisdiction:** Franklin  
**State:** TN  
**County:** Williamson

#### Address

**Project Address:**  
**ZoningD:**  
**Parcel(s):**

#### Contact Information - Applicant / Organization Requesting Permit

**Applicant / Organization Requesting Permit**  
D Bright

109 3rd ave s , 110  
franklin, TN 37064  
P:615-550-6632  
F:  
na@na.com

**Contractor**  
doug b  
**Has an electrical contractor been assigned to the project?:** No

109 3rd ave s, 110  
franklin, TN 37064  
P:615-550-6632  
F:  
na@na.com

#### Proposed Freestanding Sign Details

**Are there any existing freestanding signs?:** Yes  
**Proposed Freestanding Sign Construction:** Monument  
**Height of Overall Sign:** 6  
**Square footage of overall area of Freestanding Sign:** 20  
**Will the sign be placed on a new or existing circuit?:** Existing  
**Are there freestanding signs proposed?:** Yes  
**Height of Sign Face or Sign Area:** 5  
**Square footage of Sign Face or Sign Area for Freestanding Sign:** 20  
**Sign Illumination:**  
**Construction Cost:**

#### Proposed Attached Sign Details

**Are there any existing attached signs?:** No  
**Number of Attached Signs Proposed:**  
**Square Footage of Sign:**  
**Square Footage of Awning/Canopy Sign Face:**  
**Linear Footage of Wall #2:**  
**Square Footage of Sign #3:**  
**Square Footage of Awning/Canopy Sign Face #3:**  
**Linear Footage of Wall #4:**  
**Sign Illumination:**  
**Construction Cost:**  
**Are there attached signs proposed?:** No  
**Proposed Attached Sign Construction:**  
**Linear Footage of Wall:**  
**Square Footage of Sign #2:**  
**Square Footage of Awning/Canopy Sign Face #2:**  
**Linear Footage of Wall #3:**  
**Square Footage of Sign #4:**  
**Square Footage of Awning/Canopy Sign Face #4:**  
**Will the sign be placed on a new or existing circuit?:** Existing

I, acting as agent for the owner/developer/organization hereby submit the above application for review. I understand that failure to address any item listed above shall result in the application not meeting the minimum submission requirements and said application shall be returned to me for revision and resubmission prior to review.

[Confirm](#) [Edit](#)

21. Click "confirm".

22. Click “upload files”.

Document Upload

The files displayed here have been uploaded successfully. Use the buttons below to add more files, remove files, or invite a consultant to participate in the upload process. Once you've completed your upload please confirm your document submittal by pressing "Save and Continue" at the bottom of the page.

test - Application Submittal 001		
<input type="checkbox"/>	Documents Uploaded	Uploaded On
<input type="checkbox"/>	NOI.tiff	12/15/17 12:19 PM

[Upload files](#) [Delete selected files](#) [Save and continue uploading later](#) [Invite a consultant to upload](#) [Help](#)

[Save and Continue](#)

23. Drag sign plans and other docs into the box, click start upload.

Document Upload

This page will allow you to upload your project documents. Use the [+](#) button to browse your network for the files to upload and then click the "Upload" button to begin transferring your documents.

Acceptable file formats: (.pdf).

[Franklin Submittal Guidelines](#)

Following these guidelines will enable the review team to process your submittal as quickly as possible. Files that are not orientated or named appropriately are difficult to navigate and may result in extended review times.

**All plan sheets must be in the proper "landscape" orientation.**

Plan sheets should be submitted in a single multi-page pdf file. Additional information, separate from the plan sheets, shall be submitted as separate pdf files (ex. Stormwater Management Plan, Owner Affidavits, Traffic Studies, Com Checks, etc.)

Plan sets should **start with a cover sheet** that contains an index of drawings.

In each review cycle, the **applicant shall respond to each issue** generated by staff that remains open. Please give specific responses to the open issues, not generic responses such as "see plan" or "corrected".

Any resubmittal requires the submission of the COMPLETE set of plans, not only the affected sheets AND also a cover letter that specifies the details of the revision.

Select files  
Add files to the upload queue and click the start button.

Filename	Size	Status
Drag files here.		

[Add Files](#) [Start Upload](#) 0 b 0%

24. Click “save and continue”.

25. Click “save and continue”.

26. Click “Confirm and Submit for Review”. Click “ok”.

27. Congratulations, you have now uploaded your application.