

## Douglas County Sign Review Instructions

All information provided by the applicant and required by the County is expected to be true, accurate, and complete. Sign permits are required for all temporary and permanent signage, with certain exemptions for panel changes on existing signs. Exemptions are determined solely by the County. Once a project is created in the ePlan system, all communication between the County and the applicant shall only be done through the “Communciation” section of the Project’s “Web Page”. This shall include any comments from the County or applicant regarding the application, or any questions the County or applicant may have asking for additional information or clarification. Upon successful project creation, the County does have an initial thirty (30) days to approve or deny an application, with comments supplied by the County for either decision. Changes or additional information required by the County after its initial review may increase the overall time to obtain an approved sign permit.

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Home » Create Project (1 of 3)

### Create Project: Step 1 of 3

In this web flow, you are going to create a new project in EPS.

**Project Information** Identifying information at the high level

**Name \*** [Text Field] Required: Project name is typically the business or event name requesting signage. Multiple projects can have the same name.

**Description \*** [Text Field] Required: Use this field to enter any identifying details for the requested sign: for example, sign size, illumination, location on the property, orientation to a street, etc.

**Applicant** Who is submitting this project, and will be primary contact

Use Login Information

**Name \*** First [Text Field] Last [Text Field]

**Company** [Text Field] Company Name

**Email \*** [Text Field] user@domain.com

**Phone Number \*** [Text Field] XXX-XXX-XXXX

Required: The login information can be chosen as this information OR the individual fields can be manually entered.

utions Create | X + v

https://eplansolution.com/douglasga/project/create.html

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Address 123 Peachtree Street, Atlanta, GA, 30018 Suite

Enter your address. If you address doesn't appear, complete the address entry with street address, city, state and zip.

**Owner** Party ultimately responsible for this project.

Same As Applicant

**Name \*** First Last

**Company** Company Name

**Email \*** user@domain.com

**Phone Number \*** XXX-XXX-XXXX

Address 123 Peachtree Street, Atlanta, GA, 30018 Suite

Enter your address. If you address doesn't appear, complete the address entry with street address, city, state and zip.

[On to Step 2: Location »](#)

[Release Notes V1.13](#)

**Required: These fields are for property owner information. This information is verified by the County and must be accurate and correct.**

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Home » Create Project (2 of 3)

**Create Project: Step 2 of 3** Project Name: Douglas County Sign Review Instructions

In this web flow, you are going to create a new project in EPS. [« Change](#)

**Project Location** Where is your project located?

Make sure you select the most accurate location for your project. This is how fields such as [ ] your project.

[Yes, I have an Address](#) [No, I don't have an Address](#)

Address Search

If no matching address looks correct, please do your best to type the address in the box above.

[« Back to Step 1](#) [On to Step 3: Detailed Information »](#)

[Release Notes V1.13](#)

**Required: Legal street address assigned by the Douglas County GIS Department.**

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Home » Create Project (3 of 3)

**Create Project: Step 3 of 3**

In this web flow, you are going to create a new project in EPS.

Project Name: Douglas County Sign Review Instructions [« Change](#)

**Select Project Type** What type of Permit or Plan Review are you submitting?

Sign Review

**“Sign Review” must be selected from the drop-down menu.**

All fields marked with an asterisk (\*) are required to be filled out correctly and completely, by the applicant prior to being submitted to the Code Enforcement Department for review. Permit applications submitted with blank required fields are considered incomplete and will be denied. The application may be resubmitted after all corrections have been made. Douglas County personnel outside the Code Enforcement Department will not be able to assist you in completing this application.

By submitting your application thru ePs, you agree to the following statement  
 “Owner and/or agent hereby agrees that he/she/they will comply with all requirements of the Douglas County Sign Ordinances now in effect and that all construction shall conform to the plans submitted and approved including, but not limited to, the dimensions of sign face, overall height, all structural details and setback requirements.”

**Project Details**

\* Value of Sign Permit Fee (\$) Permit #

**Required: Value must be accurate.**

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Payment Information

Check  Card  Cash

Check # Card Confirmation Cash Place Holder

Permit Expiration Date:

Month, Day, Year, Time  of Business License

Date of Expiration Time

**Property Information**

\* Suite # Property Zoning Property Size (Acres) Overlay District Overlay District Name

**Required: “N/A” may be entered if applicable.**

**FOR COMMERCIAL PROPERTIES, PLANNED CENTERS, OR SHOPPING CENTERS WITH PROPERTY MANAGERS, THE PROPERTY MANAGEMENT COMPANY OR PROPERTY MANAGER'S INFORMATION IS ALSO REQUIRED BELOW.**

Business Name Address City

State Zip Code Contact Name Primary Phone # Secondary Phone #

**If required based on the criteria listed, this information will be verified. Information that cannot be verified will result in a denial of the application.**

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Business Information Note: Phone Numbers will be verified

\*Name of Business \*Address \*Suite # \*City

\*State \*Zip Code \*Business Owner Name \*Primary Phone # \*Secondary Phone #

Business License # (From Occupational Tax Department)

All fields are required. An active business license is required or one must at least be applied for, no exceptions are granted.

SIGN INSTALLER INFORMATION ('SELF' IS ACCEPTABLE FOR INSTALLER NAME/BUSINESS NAME)

\*Installer Name/Business Name \*Address \*City \*State \*Zip Code

\*Phone # \*License #

All fields are required. "Self" is acceptable for installer name/business name field.

\*Permanent Sign Description (if Applicable) Select All That Apply

Freestanding  Building  Single-faced  Double-faced  Project Entrance

\*Temporary Sign Description Select All That Apply

Banner  Portable  Inflatable  Festoon  Temporary Event

Required. Signage is either permanent OR temporary, but cannot be both.

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Banner  Portable  Inflatable

\*Additional Information Select All That Apply

Single Use on Property?  Planned Center (Multi-tenant)?  Billboard  Other

Other Description

Electrical Sign? If the sign is electrical, you must contact the Building Department at (770) 926-7201 to determine if an electrical permit and inspection is required.

No

Signage with any type of illumination and/or electrical circuitry is considered an electrical sign and may need an additional electrical permit. Falsifying this field will result in the sign permit being voided and the ordered removal of the sign from the property. No exceptions are granted.

Sign Dimensions Must

\*Size of Sign (S.F.)

Applicant Comments / Request:

County Stipulations / Comments

Sign Off

County Official Date



# Uploading Your Plans for Review

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Home Project List SR2019-072

### SR2019-072: Douglas County Sign Review Instructions

Sign review instructions

Permit Status: Not Approved (X) Approve

Project Status: Open to Files

Holds Details Open Files (0) Submittals (1) Communication Fees (\$0.00) Other

#### Submittals

For a new submittal, starting with submittal "1" select "New Submittal". To upload files for review, select Manage Files.

Submittal 1

Type	Size
application/msword	3 MB

Manage Files Review »

Select "Manage Files" to upload documents to the current submittal.

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Home Project List SR2019-072 Submittal 1 File Management

### Upload Files for Submittal 1

This page allows you to upload/remove/rename files for Submittal 1 on project SR2019-072.

**Not Ready For Review!** This submittal is not ready for review for the following reasons:  
✘ File 'Sign test documents.docx' has no tags defined. You must assign at least 1 tag in order to continue.

#### Files(1)

Select a file using the 'Upload' button to start uploading. To remove a file that has been previously approved, click the 'Delete' button.

Type	Size	Name	Comments
application/msword	3 MB	Sign test documents.docx	

Upload Delete Rename Merge Files Back to SR2019-072 Review »

Sign test documents.docx, size: 3.9 mb

Success!

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Step #1: Select "upload" each time to select and upload a file for the County to review, then proceed to "manage tags".

Step #2: Select "manage tags" for each file to select a required tag identifier for the County to review. Proceed to "review" after all files are uploaded.

Step #3: Select "review" ONLY after all files are uploaded following steps 1 and 2 as many times as necessary. The County will then review the files and application for approval or denial with comments.