

Dr. Ken Moore Mayor

Eric S. StuckeyCity Administrator

How to Submit a Sign Application and Upload Plans

TENNESSEE

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 in here www.franklintn.geocivix.com
- 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".

BUILDING AND NEIGHBORHOOD SERVICES

Tom Marsh Director



F R A N K L I N
TENNESSEE

Dr. Ken Moore Mayor

Eric S. Stuckey City Administrator

- 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)

BUILDING AND NEIGHBORHOOD SERVICES

Tom Marsh

Director

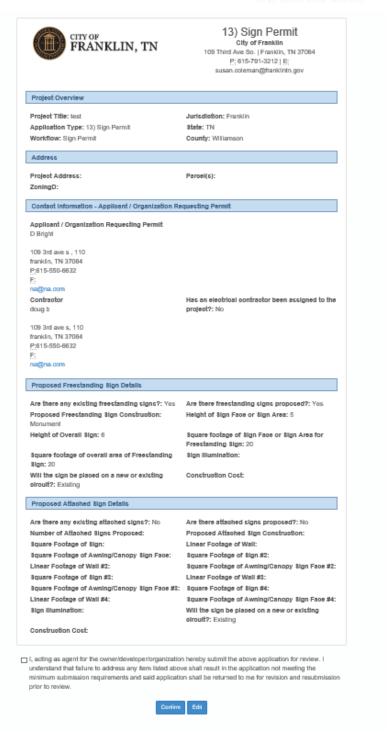


Dr. Ken Moore Mayor

Eric S. Stuckey City Administrator

HISTORIC FRANKLIN

TENNESSEE



21. Click "confirm".

BUILDING AND NEIGHBORHOOD SERVICES

Tom Marsh Director

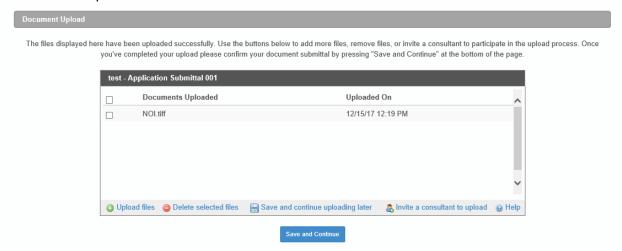


Dr. Ken Moore Mayor

Eric S. Stuckey
City Administrator



22. Click "upload files".



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



- 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.

If you have questions, please call Neighborhood Resources at 615-794-7012 ext. 2