Building Permit Information

Sign

We have gone paperless!! This application can now be submitted electronically via the citizen portal at https://planningandpermitting.frederickcountymd.gov/

- Multiple signs to be located on the same property may be applied for on one permit application.
- An illuminated sign requires an electrical permit. The electrical permit must be applied for before a sign permit for an illuminated sign can be issued.
- A replacement sign or re-facing of a sign has the same submittal requirements as a new sign.

**Submittal Requirements**

1. Completed Sign Application.
2. Copy of the “Real Property Data” for the property, from the State Assessment website: www.dat.state.md.us .
3. One copy of the approved Site Plan, or a Plot Plan. When at all possible, a legal survey should be used. If a survey is not being used, a plot plan can be drawn by hand. It must be legible and drawn to scale. Site Plan or Plot Plan needs to include the following:
   - All property lines and property line dimensions
   - Square footage or acreage of the property
   - Building Restriction Lines (BRL) and utility easements
   - North direction arrow
   - Scale of drawing
   - “Trading as” business name(s) of business the sign is for
   - Street Address of property
   - Existing structures
   - Existing driveway entrance(s), and roadways
   - Location of proposed sign(s). For free-standing signs, show setbacks from the proposed new sign to property lines and/or the nearest structure IN EACH DIRECTION.
4. One copy of construction plans, unless the sign is for a building-mounted box sign or channel letter sign type. These types will require only one copy. Drawings must include the exact dimensions of the signage, as well as the wording on the sign. The numeric street address must also be shown on the plans. Street address numbers must be a minimum of 6” high and be on a stark contrasting background. The address must be clearly visible from the street, from either direction of travel. The address numbers should be located at or near the top of the sign. All paper plans must be 11x17 or smaller in paper size.
   *Note:* If proposed sign is for a new free-standing sign that is ten (10) feet or more above grade, or a monument sign four (4) feet high or more, retaining at least four feet of grade, the plans must be signed and sealed by a Maryland-registered Architect or Engineer.
5. Payment of fees. Check, cash or credit cards are accepted. There is a service charge for credit card transactions. All fees must be paid at time of application. Fees are calculated as follows:
   - $27.00 Filing fee
   - $10.00 Automation fee
   - $45.00 Zoning fee
   - $50.00 Building Fee

Processing, review, and inspection information follows.
**Procedures**

### STEP ONE – APPLY FOR THE PERMIT

*Where to apply:* Applications can be submitted electronically via the citizen portal at [https://planningandpermitting.frederickcountymd.gov/](https://planningandpermitting.frederickcountymd.gov/) or paper applications can be accepted in the Department of Permits and Inspections, at the above address.

*When Applications Are Accepted:* Applications can be submitted electronically 24/7 via the citizen portal or paper applications are accepted Monday through Friday, (excluding County holidays) between 8:00am and 3:30pm. To ensure adequate time to complete your submittal, please apply prior to 3:00 pm. Walk-Through Permit applications are accepted between 8:00am and 3:00pm, Monday through Friday.

### STEP TWO – OBTAIN REVIEW APPROVALS

All applications will be reviewed by the Zoning Planner, and applications for free-standing and monument signs will also be reviewed by a Plan Reviewer.

During processing, the permit application will be reviewed by various agencies for their approval. It is important that you check status of the application and address any concerns or requests for additional information promptly.

*Plan Review Timeframes:*

- The review timeframe of the application by Plan is one week for their initial review comments for this type of application.

*Agency Review Status:* Review timeframes for agencies outside of the Division of Planning and Permitting may vary. If additional information is requested by any reviewing agency during processing, a notification is mailed to the applicant. Up-to-date review status may also be obtained via the Frederick County Government website [https://planningandpermitting.frederickcountymd.gov/](https://planningandpermitting.frederickcountymd.gov/) by using the lookup feature.

*Permit Issuance:*

- When all reviews are completed, the approved permit notifications will be sent via email to the applicant for download of the official issuance documentation, approved placard for posting onsite and approved set of plans.
- Additional information and inspection procedures can be found on our website at [https://www.frederickcountymd.gov/7974/Permits-and-Inspections](https://www.frederickcountymd.gov/7974/Permits-and-Inspections).

### STEP THREE – OBTAIN INSPECTION APPROVALS

*Inspections:* Inspections can be requested and tracked via the citizen portal.

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**Important Notice for Applicants Applying for an Off Premise Sign**

**APPLICANT IS RESPONSIBLE FOR ENSURING SIGNAGE IS IN COMPLIANCE WITH STATE HIGHWAY ADMINISTRATION RULES AND REGULATIONS FOR OFF PREMISE SIGNS (ONLY).**

7/2020
# Building Permit Application for SIGNS

## SECTION I: CONTACT INFORMATION

<table>
<thead>
<tr>
<th>Property Owner</th>
<th>Sign Installation Contractor</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name(s):</strong></td>
<td><strong>Company name:</strong> (Contractor must apply when contracted to do the work)</td>
</tr>
<tr>
<td>Current street address for above person(s):</td>
<td></td>
</tr>
<tr>
<td><strong>Town:</strong></td>
<td><strong>Current street (mailing) address for Contractor:</strong></td>
</tr>
<tr>
<td><strong>State:</strong></td>
<td><strong>Zip:</strong></td>
</tr>
<tr>
<td><strong>Daytime Telephone Number:</strong></td>
<td><strong>Town:</strong></td>
</tr>
<tr>
<td><strong>State:</strong></td>
<td><strong>Zip:</strong></td>
</tr>
<tr>
<td><strong>Permit Service</strong></td>
<td><strong>Contact Person for Contractor:</strong></td>
</tr>
<tr>
<td><strong>Name of Permit Service when applicable:</strong></td>
<td><strong>Contractor Telephone Number:</strong></td>
</tr>
<tr>
<td><strong>Street (mailing address):</strong></td>
<td><strong>Contact Person for Permit Service (Applicant/Contact):</strong></td>
</tr>
<tr>
<td><strong>Town:</strong></td>
<td><strong>State:</strong></td>
</tr>
<tr>
<td><strong>Zip:</strong></td>
<td><strong>Contractor Fax Number:</strong></td>
</tr>
<tr>
<td><strong>Contact Person for Permit Service (Applicant/Contact):</strong></td>
<td><strong>Contractor E-mail Address:</strong></td>
</tr>
<tr>
<td><strong>Daytime Telephone Number:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Email Address:</strong></td>
<td></td>
</tr>
</tbody>
</table>

## SECTION II: PROPERTY INFORMATION

<table>
<thead>
<tr>
<th>Current Property Owner(s):</th>
<th>Property Address of Jobsite:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Eight Digit Property Tax ID (account) #:</strong></td>
<td><strong>Town:</strong></td>
</tr>
<tr>
<td><strong>Acreage or Square Footage of Property:</strong></td>
<td><strong>State:</strong></td>
</tr>
<tr>
<td><strong>Water Type:</strong></td>
<td><strong>Sewer Type:</strong></td>
</tr>
<tr>
<td>Well</td>
<td>Septic</td>
</tr>
<tr>
<td>Community</td>
<td>Community</td>
</tr>
<tr>
<td>Is Property Within an Incorporated Town?</td>
<td><strong>Subdivision Name:</strong></td>
</tr>
<tr>
<td>Yes*</td>
<td>No</td>
</tr>
<tr>
<td>*Town paperwork must be submitted with application.</td>
<td></td>
</tr>
<tr>
<td><strong>Is this sign situated along a State Road?:</strong></td>
<td><strong>Lot #:</strong></td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Is there a roadside tree that will be disturbed or removed due to the proposed construction? (A roadside tree is defined as a plant that has a woody stem or trunk that grows all, or in part, within the right-of-way of a public road.)</td>
<td></td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

Page One of Two
BUILDING PERMIT APPLICATION: SIGNS   Page Two of Two

General Information

Type of Work: _______NEW ________REPLACE
Tenant Occupancy Permit Number:______________
Cost of Construction:________________________

Sign Permit Type:  Directional ______
                   Permanent ______
                   Reface Only ______

Any Electrical Work Involved? Y ______ N ______
Is the Sign Illuminated?   Y ______ N ______

Check The Sign Use:
Billboard ______
Commercial & Industrial ______
Contractor/Artisans Job Site ______
Farm Product Sales ______
Fuel Pricing ______
Home Occupation ______
Industrial Park, Incl All Uses ______
For Sale or Rent, Directional ______
School, Churches, Civic Org ______
Subdivision & Community ______
Subdivision Opening Announcmt ______

Wording on Sign:_________________________________
Quantity of Signs: __________
Sign Dimensions: __________________
Retaining Wall Height: __________
Freestanding Height: __________

Cost of Construction:________________________

Any additional information that will aid in the processing of your application:

IMPORTANT - PLEASE READ CAREFULLY

The Applicant hereby certifies under the penalties of perjury, and agrees as follows: 1) That he/she is authorized to make this application, 2) that the information is correct, 3) that he/she will comply with all regulations of Frederick County which are applicable hereto, 4) that he/she will perform no work on the referenced property not specifically described in the application: 5) that he/she knows that this permit does not include electrical or plumbing work: electrical and plumbing work require a separate permit. Any change without approval of the agencies concerned shall constitute sufficient grounds for the disapproval of a permit. The appropriate revision fee shall be charged.

Permit Application Extension:
The permit application is valid for 6 months. The fee to extend an application is the minimum fee. The fee to extend a permit application or a building permit is the minimum permit fee. Extension requests can be submitted via the citizen portal and must be made in advance of the permit expiration.

Properties Served by County Water and Sewer:
It is the applicant's responsibility to identify and disclose any water and/or sewer utilities or easements, in, on, or near the proposed improvements. Approval of this permit by DUSWM shall not, on behalf of the County Executive, be construed as a modification or amendment of any water or sewer easement nor constitute permission to encroach thereon. Should an encroachment be found in the future, the cost to remedy said encroachment shall be borne by the property owner.

Applicant is responsible for ensuring signage is in compliance with State Highway Administration rules and regulations, for off-premise signs only.

Building Permits and Applications for Building Permits are non-transferable and non-assignable.

Signature of APPLICANT

Please print name

Connection with application

7/1/2020