



## DIVISION OF PLANNING AND PERMITTING FREDERICK COUNTY, MARYLAND

### *Department of Permitting and Inspections*

30 North Market Street • Frederick, Maryland 21701

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TTY: Use Maryland Relay Service

## Building Permit Information Sign

**We have gone paperless!! This application should 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. 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.
- ☐ 2. 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.
  - Signed and sealed plans are not required if alteration or repair of existing building is limited to one of the following: (1) Minor interior alterations or cosmetic or similar repairs; and fixtures, cabinetwork or furniture, where the estimated cost including labor and materials does not exceed \$25,000. (2) Storefronts, facades or similar replacements; exterior stairways, landings, decks or ramps; joists; or a mechanical, electrical, or plumbing system where the estimated cost including labor and materials does not exceed \$10,000.

*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.

- ☐ 3. Payment of fees. Check, cash or credit cards are accepted. There is a service charge for credit card transactions. All fees must be paid for at time of application. Fees are calculated as follows:
- \$ 32.00 Filing fee
  - \$ 11.00 Automation fee
  - \$ 56.00 Zoning fee
  - \$ 61.00 Building Fee

*Processing, review, and inspection information follows.*

### **Procedures**

#### STEP ONE – APPLY FOR THE PERMIT

Where to apply: Applications should be submitted electronically via the citizen portal at <https://planningandpermitting.frederickcountymd.gov/>.

When Applications Are Accepted: Applications can be submitted electronically 24/7 via the citizen portal.

#### 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/> 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>.

#### 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).

7/2025