

SIGN PERMIT DRAWING / DETAIL CHECKLIST FOR BALTIMORE COUNTY, MD
(For enterprise signs in most business and manufacturing zones)

This sheet is intended for basic **enterprise** sign permit application information. Please understand that it is not intended for those types of signs that require more information, such as temporary signs, changeable copy or joint identification signs etc.

- 1) **Wall mounted on a building with more than one tenant space** (usually) with shared parking.
 Applies to most business and manufacturing zoned sites. 1 sign is permitted on the individual tenants wall where the principal customer entrance is located. Size is based on the lease area of that wall length in feet X 2.

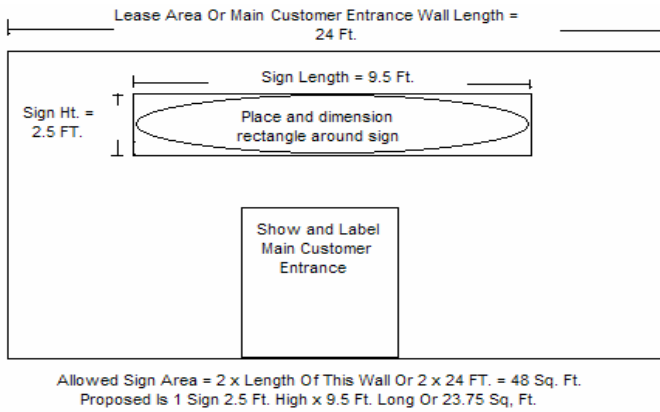
- 2) **Wall mounted on an individual business/office fully occupying a single tenant building on an individual site**
 May have the sign as stated in #1 above AND 2 others on the building with sign areas based on the wall length on which each is located X 2. No more than 2 signs are permitted on a single wall and for this situation; the sign areas are added against permitted walls total and square footage allowed under the length X 2 formula. If more than 1 wall sign is proposed provide sign information for each per detail # 1 as a guide.

- 3) **A Freestanding Enterprise sign is on individual sites where an individual business/office occupies a single tenant building.**
 The usual limit in area is 75 Sq. Ft. The maximum Ht. is 25 Ft. In addition to sign detail # 2 information, a site plan showing the location of the sign and the setback distance to property/lease lines and street right of ways must be provided with the application. Compliance with section 102.5 of the BCZR must be shown for public road or alley intersections if the sign is within 50 feet of the intersection.

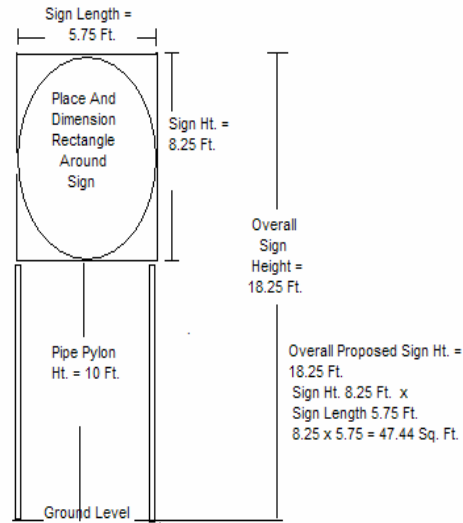
THE PLANS/APPLICATION

All plan details must be legible, complete and agree with the application. All dimensions shown must be in feet and decimals of feet. **Architectural scaled dimensions or fractions are not acceptable.** Show the address and the current zoning with the 10-digit tax account number on the drawing detail. Plans/ Applications are not accepted by mail, fax or other electronic format. Fees must be paid by check, cash or money order to Baltimore County.

Wall mounted sign elevation detail (#1)



Freestanding sign elevation detail (#2)



Note on the plans:

- 1) Signs must display at a constant intensity and **may not** flash, blink, scroll, strobe, or display motion or video.
- 2) Property address for sign location/owners name and the current zoning of the sign location: (such as) Zoned BL
- 3) The Ten-digit tax account #: (such as) 1234567890

Contact the MD Dept of Assessments and Taxation at http://sdatcert3.resiusa.org/rp_rewrite/ for this number.

Fees are: Single Faced < 50 Sq. Ft. = \$10.00 / 50-300 Sq. Ft. = \$15.00 / > 300 Sq. Ft. = \$25.00
 Double Faced “ =” \$15.00 / “ =” \$25.00 / “ =” \$50.00

The information on this sheet is subject to change without notice.