



## COMMUNITY DEVELOPMENT DIVISION FREDERICK COUNTY, MARYLAND

### *Department of Permits and Inspections*

30 North Market Street • Frederick, Maryland 21701  
Phone (301) 600-1172 • Fax (301) 600-2309  
TTY: Use Maryland Relay Service

### **Building Permit Information Sign**

- 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](http://www.dat.state.md.us) .
- 3. Two (2) copies 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. Three (3) copies of construction plans, unless the sign is for a building-mounted box sign or channel letter sign type. These types will require only two (2) copies. 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.**  
*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 by check or cash. All fees must be paid for at time of application. Fees are calculated as follows:
  - \$ 25.00 Filing fee
  - \$ 10.00 Automation fee
  - \$ 40.00 Zoning fee
  - \$ 45.00 Building Fee
  - \$120.00 TOTAL**

*Processing, review, and inspection information follows.*

## ***PROCESSING, REVIEW, AND INSPECTION INFORMATION FOR SIGN PERMITS***

### **Step One - Apply for Permit**

Applications are accepted in person, Monday through Friday (excluding County holidays) between the hours of 8:00 a.m. and 3:30 p.m., at The Department of Permits and Inspections, 30 North Market Street, Frederick. There is a limited amount of free parking available to the rear of the building. The parking lot can be accessed from either Market Street or Patrick Street.

### **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. The review timeframe is one (1) week for the initial review comments. If additional information is needed to approve a review, a notice will be mailed to the applicant. Review status and comments are also available on the Permits and Inspections' website at: [www.FrederickCountyMD.gov/permit](http://www.FrederickCountyMD.gov/permit); select the "Check Permit Status" link. When the necessary review approvals have been granted, and any hold conditions satisfied, the permit is issued, usually within 24 hours. The issued permit packet is mailed to the applicant. The packet includes the Building Permit placard that must be posted on site, the copy of the issued permit with review comments, inspection procedure information, and reviewed construction plans if applicable. If the permit is for an illuminated sign, the Electrical Permit must be applied for prior to Building Permit issuance. A hold condition for an Electrical Permit that has not been satisfied will prevent Building Permit issuance.

### **Step Three – Obtain Inspections Approvals**

The issued permit packet contains inspection procedure information. Generally, one or two building inspections are needed, depending on the type of sign. Free-standing and monument signs require a footing inspection, and a final inspection; other types of signs typically require only a final inspection. Electrical inspections are also required, when applicable, and inspections are requested by the Electrician.

A Certificate of Completion will be issued and mailed to the applicant upon successful completion of all required inspections.

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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). FOR MORE INFORMATION, PLEASE CALL 410-336-7637 (MOBILE).**

FREDERICK COUNTY COMMUNITY DEVELOPMENT DIVISION  
 DEPARTMENT OF PERMITS AND INSPECTIONS  
 30 NORTH MARKET STREET  
 FREDERICK, MARYLAND 21701  
 301-600-2313 INFORMATION



**ATTACHMENT (A) - Signs**

A/P #
Process Date:
Application Reviewed By (initials):

**Building Permit Application for SIGNS**

**SECTION I: CONTACT INFORMATION**

Property Owner			Sign Installation Contractor		
Name(s):			Company name: (Contractor must apply when contracted to do the work)		
Current street address for above person(s):			Current street (mailing) address for Contractor:		
Town:	State:	Zip:	Town:	State:	Zip:
Daytime Telephone Number:			Maryland State Sign License number:		
Name of Permit Service when applicable:			Exp Date:		
Street (mailing address) :			Contact Person for Contractor:		
Town:	State:	Zip:	Contractor Telephone Number:		
Contact Person for Permit Service (Applicant/Contact)			Contractor Fax Number:		
Daytime Telephone Number:			Contractor e-mail Address:		

**SECTION II: PROPERTY INFORMATION**

Current Property Owner(s):			Property Address of Jobsite:		
Eight Digit Property Tax ID (account) #			Town:	State:	Zip:
Acreage or Square Footage of Property:			Subdivision Name:		Lot #
<u>Water Type</u> : Well <input type="checkbox"/> Community <input type="checkbox"/>			<u>Sewer Type</u> : Septic <input type="checkbox"/> Community <input type="checkbox"/>		
Is Property Within an Incorporated Town? Yes* <input type="checkbox"/> No <input type="checkbox"/>			*Town paperwork must be submitted with application.		
Is this sign situated along a State Road?			Y <input type="checkbox"/> N <input type="checkbox"/>		

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.)  
 Yes  No

**General Information**

**Construction Details**

Type of Work: \_\_\_\_\_NEW \_\_\_\_\_REPLACE  
 Cost of Construction: \_\_\_\_\_

Total Square Footage of Sign: \_\_\_\_\_

Sign Permit Type:      Directional        
                                  Permanent        
                                  Reface Only     

Wording on Sign: \_\_\_\_\_

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

Quantity of Signs: \_\_\_\_\_  
 Sign Dimensions: \_\_\_\_\_  
 Retaining Wall Height: \_\_\_\_\_  
 Freestanding Height: \_\_\_\_\_

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

Check Sign Type:      Setbacks:  
 Awning Sign       Front   
 Banner Sign       Rear   
 Billboard       Right   
 Building Mounted Box       Left   
 Canopy   
 Bld Mounted Channel Letter   
 Freestanding   
 Monument   
 Retaining Wall

**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 request must be made in writing prior to the expiration date, with justification. Each extension for an application shall not exceed 6 months.

**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 BOCC, 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. For more information, call 410-336-7637 (MOBILE).***

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

\_\_\_\_\_  
 Signature of APPLICANT

\_\_\_\_\_  
 Please print name

\_\_\_\_\_  
 Connection with application