

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: \_\_\_\_\_  
 Quantity of Signs: \_\_\_\_\_

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

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