

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 #
Water Type :		Sewer Type :		Is Property Within an Incorporated Town?	
Well	<input type="checkbox"/>	Septic	<input type="checkbox"/>	Yes*	<input type="checkbox"/>
Community	<input type="checkbox"/>	Community	<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