

SIGN PERMIT APPLICATION

In accordance with Chapter 24, Article 9, Section 24-160F,
and Section 24-228 of the City Code

All information must be complete to initiate processing of application

*Fees will automatically calculate once project
information is filled out electronically
[See Fee Schedule](#)*

Application No.	_____
Date	_____
Approvals:	
Zoning	_____ Date _____
Code	_____ Date _____
HPAC	_____ Date _____
HDC	_____ Date _____
PC	_____ Date _____
Electrical Fee	_____
Sign Fee	_____
Fee Total	_____
Amount Due	_____

1) SUBJECT PROPERTY

Street Address _____
Suite Number(s) _____ Zone _____

2) PROPERTY OWNER

Name _____
Street Address _____ Suite No. _____
City _____ State _____ Zip Code _____
Telephone Numbers: Work _____ Home _____ Cell _____

3) APPLICANT

Name _____ Title _____
Street Address _____ Suite No. _____
City _____ State _____ Zip Code _____
Telephone Numbers: Work _____ Home _____ Cell _____

4) SIGN CONTRACTOR

Name _____
Street Address _____ Suite No. _____
City _____ State _____ Zip Code _____
Telephone Numbers: Work _____ Home _____ Cell _____

5) ELECTRICAL CONTRACTOR

Name _____ City License No. _____
Street Address _____ Suite No. _____
City _____ State _____ Zip Code _____
Telephone Numbers: Work _____ Home _____ Cell _____

6) BUSINESS OWNER/OCCUPANT

Name _____ Contact _____
Street Address _____ Suite No. _____
City _____ State _____ Zip Code _____
Telephone Numbers: Work _____ Home _____ Cell _____

7) PERMIT TYPE

- | | | |
|--|--|---|
| <input type="checkbox"/> TEMPORARY: | <input type="checkbox"/> PERMANENT: | <input type="checkbox"/> ELECTRIC Amps _____ |
| <input type="checkbox"/> Banner | <input type="checkbox"/> A-Frame | <input type="checkbox"/> NON ELECTRIC |
| <input type="checkbox"/> Construction | <input type="checkbox"/> Building | |
| <input type="checkbox"/> Pole Banner | <input type="checkbox"/> Canopy | |
| | <input type="checkbox"/> Directional | |
| <input type="checkbox"/> Real Estate | <input type="checkbox"/> Re-Face | |
| <input type="checkbox"/> Special Event | <input type="checkbox"/> Monument | |
| | <input type="checkbox"/> Electronic | |

8) PROJECT DETAILS. COMPLETE ALL THAT APPLY.

*Square footage will automatically calculate.
Please Note: Height and Width MUST be entered as inches, not feet.*

- a. Square footage of sign: (Height) _____ X (Width) _____ = _____ Sq. Ft
- b. Square footage of building facade holding sign: (Height) _____ X (Width) _____ = _____ Sq. Ft
- c. Facade holding sign faces public street: YES NO Has public entrance: YES NO
- d. Exact wording of sign _____
- e. Translation (if applicable) _____
- f. Square footage of individual tenant band _____
- g. Number of Faces _____
- h. Color(s) of sign _____
- i. Height above grade _____
- j. Materials _____
- k. Setback _____
- l. Exact placement of sign _____

9) CHECK ALL THAT APPLY

- | | | |
|---|---|--------------------------------------|
| <input type="checkbox"/> In Olde Towne | <input type="checkbox"/> In a historic district | <input type="checkbox"/> In R-B Zone |
| <input type="checkbox"/> On Frederick Avenue Corridor | <input type="checkbox"/> On a historic site | |

10) SUBMISSION REQUIREMENTS

- a. Three copies of sign drawing indicating dimensions, shape, materials, and description of the face with lighting detail.
- b. One copy of the site plan showing the location of the sign on the property/building.
- c. Landscape plan for monument signs.
- d. Application Fee. (see fee schedule)

11) ADDITIONAL INFORMATION

- a. All electrical work must be completed by an electrician currently licensed by the City of Gaithersburg.
- b. All electrical signs must have a valid "UL Label" and cut-off switch.
- c. All signs in the Historic District or on a designated historic site must also complete a separate application for Historic District Commission (HDC) review.

I hereby certify that I have read and examined this application and that all statements are true and correct; furthermore, I certify that I am the Owner or Lessee of the property, or Agent or either, or the licensed Engineer, Architect, or Contractor employed in connection with this proposed work, and that the proposed work is authorized by the Owner in fee, and I am authorized to make such application.

Applicant's Name (please print) _____ Date _____

Applicant's Signature _____ Daytime Telephone _____

Email Address _____

Property Owner's Signature (**required**) _____ Date _____

(property owner signature or signed letter must be submitted with this application)

FOR OFFICE USE ONLY

Total allowable signage for site (10% of facades facing a public street or having a public entrance)	Total Signage present on site
_____ Sq.Ft	Building Sign(s) _____ Sq.Ft
Total allowable signage for R-B Zone (1% sq. ft. for each linear foot facing street)	Canopy Sign(s) _____ Sq.Ft
_____ Sq.Ft	Neon Sign(s) _____ Sq.Ft
	A-Frame Sign(s) _____ Sq.Ft
	Pole Banner Sign(s) _____ Sq.Ft
	TOTAL _____ Sq.Ft