

HOWARD COUNTY SIGN PERMIT APPLICATION / INVENTORY
 Department of Inspections, Licenses & Permits - Licenses and Permits Division
 George Howard Building, 3430 Court House Drive, Ellicott City, Maryland 21043, (410) 313-2455

A. EXACT Street Address of Sign (House No., Street, City, Zip)	B. Descriptive Location or Business Name
C. SIGN COPY: (What is printed on sign – include logos. Submit scaled drawing of sign.)	
D. Zoning Classification: Commercial Residential Non-Conforming Industrial SPECIAL EXCEPTION BA # _____	
E. Name & Address of Property Owner: Phone: _____	F. Name & Address of Sign Owner: Phone: _____
G. Name & Address of Sign Contractor: Phone: _____	H. Agent: Phone: _____
I. ? Mail when permit is ready ? Property Owner ? Sign Owner ? Sign Contractor ? Agent	
J. TYPE OF SIGN: Wall _____ Free-Standing _____ Projecting _____ Roof _____ Other (Specify Type) _____	
K. ALL TYPES OF SIGNS • Sign Height: _____ Feet _____ Inches • Sign Width: _____ Feet _____ Inches • Total Sign Area Single Face: _____ Square Feet • Height (to top of sign) above finished grade level: _____ Feet _____ Inches	
L. FREE-STANDING SIGNS ? Large freestanding and entrance feature signs may require a building permit (410) 313-2455 • Set-back distance from road right-of-way to nearest part of the sign surface: _____ (ft.) CALL MISS UTILITY BEFORE DIGGING à 1-800-257-7777 à	
M. ADDITIONAL APPROVALS ? Will your sign be located in a Historic District? If so, contact the Historic District Commission at (410) 313-2393 ? Will your sign be located in Columbia? If so, contact Howard Research and Development at (410) 992-6028 ? Will your sign be within Howard County right of way? If the sign is within Howard County right of way (R/W) submit 3 copies of all materials. Revocable permit and breakaway construction required for community identification signs in R/W.	
N. SIGN FUNCTION Temporary Real Estate/Construction/Subdivision Permanent Identification (Community, Church, Subdivision) Home Occupation Commercial/Industrial Identification Subdivision Directional Sign No. of Bldg. Lots _____	
O. SIGN MATERIALS (materials sign is made of)	
P. ILLUMINATION No Yes ELECTRICIAN'S NAME: _____ DATE FILED: _____ TYPE OF ILLUMINATION : EXTERNAL INTERNAL	
Q. BUILDING DIMENSIONS Length _____ Feet Public Street Front yes no Width _____ Feet Public Street Front yes no	
R. EXISTING SIGNS Indicate total area of all signs now displayed (excluding proposed signs) _____ square feet.	
S. CERTIFICATION I hereby certify that the sign described within this sign permit application is authorized by the owner in fee and that I and/or we are authorized to make this application; the said sign, in all respects, is in compliance with the Howard County Code and Building Code as to size, location, structural requirements and design. Signature of Applicant _____ Date: _____ Print Name _____ PLEASE CHECK APPROPRIATE BOX: Property Owner Sign Owner Lessee Agent Sign Contractor	
T. PROPERTY OWNER'S SIGNATURE OR PERMISSION LETTER REQUIRED WITH ALL APPLICATIONS Signature of Property Owner _____ Date: _____ Print Name _____ ? Owner's permission letter attached	
U. ? Building elevation with sign location attached ? Site or plot plan to scale attached ? Sign drawing to scale attached ? Building photo(s) showing all existing signs and sizes required	
DO NOT WRITE IN THIS BLOCK	
Census Tract _____ Application Date _____ Computerized Permit No. _____ Permit Tag No. _____ Date Permit Issued _____	
Total Sign Area Authorized: _____ Square Feet Total Sign Area Utilized: _____ Square Feet	
Comments: _____	
APPROVED: _____ Sign Code Administrator	
Fee \$ _____ Check No. _____ Receipt No. _____ Date _____	