

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

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| 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 NOTWRITE 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 _____ | |