

# SIGN PERMIT APPLICATION

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

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

All information must be complete to initiate processing of application

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

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

**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**

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

**11) ADDITIONAL INFORMATION**

- All electrical work must be completed by an electrician currently licensed by the City of Gaithersburg.
- All electrical signs must have a valid "UL Label" and cut-off switch.
- 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**

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