



City of Annapolis
Department of Planning and Zoning
 145 Gorman Street Fl 3
 Annapolis, MD 21401-2529

FOR CITY USE ONLY	
PERMIT #	_____
ISSUED	_____
EXPIRES	_____

Permitting@annapolis.gov • 410-260-2200 • Fax 410-263-9158 • TDD use MD Relay or 711 • www.annapolis.gov

Sign Permit Application

This application must be typed or completed in ink and will not be processed if incomplete. It may be used for no more than two signs.

Location of proposed sign _____

Property Tax ID # _____

Property Owner Information	Business Information
Name _____	Name _____
Address _____	Address _____
City _____ State _____ Zip _____	City _____ State _____ Zip _____
Day phone _____ Cell _____	Day phone _____ Cell _____
E-mail _____	E-mail _____

Applicant Information	Sign Fabricator
Name _____	Name _____
Address _____	Address _____
City _____ State _____ Zip _____	City _____ State _____ Zip _____
Day phone _____ Cell _____	Day phone _____ Cell _____
E-mail _____	E-mail _____

Sign Installer	Permit Information
Name _____	Total cost (include materials & labor) _____
Address _____	Is this building in the Historic District? Yes No
City _____ State _____ Zip _____	State of MD License _____
Day phone _____ Cell _____	Construction License No. _____
E-mail _____	Expiration Date _____

Include three sets of plans drawn to scale, including site plan indicating property lines, lot dimensions, adjacent streets, curbs, existing structures, building dimensions. If signage is located on building, show façade, location, size, measurements from windows, doors, heights of building, etc. Drawing must include wording of the sign.

Proposed Sign #1

Sign Type	Illumination	Mounting Method
New	New Existing	Pole sign, height from ground top: _____
New w/existing support	Type of illumination: _____	_____
Alter existing	_____	Wall sign
Replace existing	_____	Hanging sign
Repaint new name only	UL listing: _____	Pedestal sign
New insert only	_____	Sidewalk sign

Proposed Sign #1, Continued

Size (width times height) _____ Sign material _____
 Single or double faced? _____ Anchoring method _____
 Building site address _____ Date _____

Proposed Sign #2

Sign Type	Illumination	Mounting Method
New	New Existing	Pole sign, height from ground top: _____
New w/existing support	Type of illumination: _____	_____
Alter existing	_____	Wall sign
Replace existing	_____	Hanging sign
Repaint new name only	UL listing: _____	Pedestal sign
New insert only	_____	

Size (width times height) _____ Sign material _____
 Single or double faced? _____ Anchoring method _____
 Building site address _____ Date _____

Existing Signs

Please supply the following information regarding all signs that already exist on the property.

Total Sq Ft	Sign material	Illuminated? Y/N	Type of Illumination	Single or double faced	Mounting method (ex. pole, wall, pedestal, hanging) If pole, list height from ground to top.	Anchoring method

I certify and agree as follows: that I am authorized to make this application; that the information is correct; that I will comply with all conditions, regulations and Codes of the City of Annapolis which are applicable hereto; that I will perform no work on the above property not specifically described hereon; that the permit is void if authorized work does not commence within 180 days from issued date; that the issued permit is not transferable; that all fees are not refundable; that no work shall be started until permit is issued.

Owner or Authorized Agent (print) _____

Signature _____ Date _____

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Final Approval _____ Date _____

Comments: _____

App Fee Paid _____ Permit fee _____ Fee due _____