



**City of Annapolis**  
**Department of Neighborhood & Environmental Programs**  
 160 Duke of Gloucester St, 2<sup>nd</sup> Fl  
 Annapolis, MD 21401-2517

FOR CITY USE ONLY	
PERMIT #	_____
ISSUED	_____
EXPIRES	_____

[DNEP@annapolis.gov](mailto:DNEP@annapolis.gov) • 410-263-7946 • Fax 410-263-9158 • [www.annapolis.gov](http://www.annapolis.gov)  
 Deaf, hard of hearing or speech disability - use MD Relay or 711

## 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 2 signs.*

Location of proposed sign \_\_\_\_\_

	Name	Address	Phone, day
Property owner			
Business			
Applicant			
Sign fabricator			
Sign installer			

State of Maryland Construction License # \_\_\_\_\_ Expires \_\_\_\_\_

Total cost, include materials & labor \_\_\_\_\_

Is this building located in the Historic District?      Yes      No

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 facade, location, size, measurements from windows, doors, height of building, etc. Drawing must include wording of the sign.

Proposed <b>Sign 1</b> Type	Size	Mounting	Illumination
New	Width	Pole	Yes      Type
New w/existing support	x Height	Height from ground to top	No
After existing		Wall	New      UL Listing
Replace existing	Faced	Hanging	Existing
Repaint new name only	Single	Pedestal	Anchoring
New insert only	Double	Material	
Proposed <b>Sign 2</b> Type	Size	Mounting	Illumination
New	Width	Pole	Yes      Type
New w/existing support	x Height	Height from ground to top	No
After existing		Wall	New      UL Listing
Replace existing	Faced	Hanging	Existing
Repaint new name only	Single	Pedestal	Anchoring
New insert only	Double	Material	

**Existing signs on the property**

Total Sq Ft	Material	Illuminated? Y/N	Type of Illumination	Single or double faced?	Mounting method (pole ht)	Anchoring method

Location of proposed sign \_\_\_\_\_

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.

Signature of owner or authorized agent \_\_\_\_\_ Date \_\_\_\_\_

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Approval signatures

Date

Inspector \_\_\_\_\_

Electrical \_\_\_\_\_

P&Z \_\_\_\_\_

HPC \_\_\_\_\_

Final \_\_\_\_\_

Comments

**Fees**

Amount

Due

Paid

Application \_\_\_\_\_

Permit \_\_\_\_\_

Issued by \_\_\_\_\_ Date \_\_\_\_\_