



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. One Sidewalk Sign is allowed per business or tenant. This application may be used for no more than two signs.

Address 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 Construction Lic # _____
Day phone _____ Cell _____	Expiration Date _____
E-mail _____	Is this application for a Sidewalk Sign? Yes No

- All applications for Sidewalk Signs must be signed by the property owner.
- All signs located in the Historic District must submit a Historic Preservation Commission Administrative Approval Application to obtain a Certificate of Approval before issuance of a sign permit. This process requires an additional fee of not less than \$35. Contact HPC at 410-260-2200 x7793.
- 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.
- For Sidewalk Signs, include a picture of the sign placed in the proposed location on the sidewalk.***
- All Sidewalk Signs located in the public right-of-way require an Indemnity Bond. The Bond should be obtained in the name of the Applicant. That bond must be completed and submitted with the application.***
- Sidewalk Signs may not be permanently affixed or anchored to the sidewalk or attached to structures.***
- Sidewalk Signs must be removed when the business is closed AND from dusk to dawn.***
- Sidewalk Signs may be no more than 7 square feet per face and no more than 4 ½' high.***

Proposed Sign #1

Building site address _____ Date _____

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 ***
Size (width times height) _____ Sign material _____		
Single or double faced? _____ Anchoring method _____		

Proposed Sign #2

Building site address _____ Date _____

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 _____		

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 _____