

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

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: <input type="checkbox"/> Commercial <input type="checkbox"/> Residential <input type="checkbox"/> Non-Conforming <input type="checkbox"/> Industrial <input type="checkbox"/> SPECIAL EXCEPTION <input type="checkbox"/> BA # _____				
E. Name & Address of Property Owner: Phone: _____	F. Name & Address of Sign Owner: Phone: _____			
G. Name & Address of Sign Contractor: Phone: _____	H. Name & Address of Agent: Phone: _____			
I. <input type="checkbox"/> Mail when permit is ready <input type="checkbox"/> Property Owner <input type="checkbox"/> Sign Owner <input type="checkbox"/> Sign Contractor <input type="checkbox"/> 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 <input type="checkbox"/> 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 Σ 1-800-257-7777 Σ				
M. ADDITIONAL APPROVALS <input type="checkbox"/> Will your sign be located in a Historic District? If so, contact the Historic District Commission at (410) 313-2350 <input type="checkbox"/> Will your sign be located in Columbia? If so, contact Howard Hughes Corporation at (410) 964-5446 <input type="checkbox"/> 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 <input type="checkbox"/> Temporary Real Estate/Construction/Subdivision <input type="checkbox"/> Permanent Identification (Community, Church, Subdivision) <input type="checkbox"/> Home Occupation <input type="checkbox"/> Commercial/Industrial Identification <input type="checkbox"/> Subdivision Directional Sign <input type="checkbox"/> No. of Bldg. Lots _____				
O. SIGN MATERIALS (materials sign is made of)				
P. ILLUMINATION <input type="checkbox"/> No <input type="checkbox"/> Yes ELECTRICIAN'S NAME: _____ DATE FILED: _____ TYPE OF ILLUMINATION : <input type="checkbox"/> EXTERNAL <input type="checkbox"/> INTERNAL				
Q. BUILDING DIMENSIONS Length _____ Feet Public Street Front <input type="checkbox"/> yes <input type="checkbox"/> no Width _____ Feet Public Street Front <input type="checkbox"/> yes <input type="checkbox"/> 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 _____ Email Address _____ PLEASE CHECK APPROPRIATE BOX: <input type="checkbox"/> Property Owner <input type="checkbox"/> Sign Owner <input type="checkbox"/> Lessee <input type="checkbox"/> Agent <input type="checkbox"/> Sign Contractor				
T. PROPERTY OWNER'S SIGNATURE OR PERMISSION LETTER REQUIRED WITH ALL APPLICATIONS Signature of Property Owner _____ Date: _____ Print Name _____ <input type="checkbox"/> Owner's permission letter attached				
U. <input type="checkbox"/> Building elevation with sign location attached <input type="checkbox"/> Site or plot plan to scale attached <input type="checkbox"/> Sign drawing to scale attached <input type="checkbox"/> Building photo(s) showing all existing signs and sizes required				
<u>DO NOT WRITE IN THIS BLOCK</u>				
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: _____ <div style="text-align: center;">Sign Code Administrator</div>				
Fee \$ _____	Check No. _____	Receipt No. _____	Date _____	