

**City of Hagerstown
Code Administration Division**

3rd Floor, City Hall
1 East Franklin Street
Hagerstown, MD 21740

Telephone (301) 790-4163
Facsimile (301) 791-2650

PLAN REVIEW SUBMITTAL REQUIREMENTS CHECKLIST FOR SIGNS – NEW AND REPLACEMENT

Two (2) sets of plans are required, one set will be returned to you with your approved Building Permit. Plans should be to scale, with scale indicated on plans. An elevation plan showing location of signs on property or building is required. If additional information is required for the plan review, you will be notified. If you have any questions concerning these requirements, please call 301-790-4163.

Is the work type new or replacement , if replacement show proof of existing signage

Is the sign permanent or temporary?

Sign Type:

<input type="checkbox"/> Awning	<input type="checkbox"/> Billboard	<input type="checkbox"/> Building Mounted Box Sign	<input type="checkbox"/> Building Mounted Channel Letters
<input type="checkbox"/> Banner	<input type="checkbox"/> Canopy Sign	<input type="checkbox"/> Freestanding/Pylon	<input type="checkbox"/> Building Mounted Formed Letters
<input type="checkbox"/> Flat Substrate	<input type="checkbox"/> Hanging Sign	<input type="checkbox"/> Other	

Is the sign illuminated? yes no Does it have digital changing message? yes no

*If the sign is illuminated, an electrical permit must be applied for prior to the issuance of the building permit.

Sign must comply with National Electrical Code® (NEC) standards (Article 600), and must be approved, and labeled by UL®, or another nationally recognized testing laboratory.

Exact location of signs including site plan if applicable and any signs shown on building (elevation)

Construction documents are required and must include the following:

- Dimensions
- Materials, details of construction, and method of attachment (if applicable)
- Loads, stresses and anchors (if applicable, a design prepared by a Licensed Professional may be required)
- Show exact wording on each sign and colors

Freestanding/Pylon Signs/Monument must also include the following:

- Footing detail with depth of footing, diameter and thickness of concrete
- Design and size of foundation walls and any poured concrete or masonry piers
- If sign is freestanding/pylon/monument, and measures 15' in height or more, then a Licensed Professional registered in the state of Maryland must sign and seal the drawings.

Overhanging Signs must also include the following:

- If overhanging, indicate measurement from lowest part of sign to sidewalk.
- If sign overhangs City right-of-way, insurance is required in the amount of \$300,000.00 naming the City of Hagerstown as additional insured.

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CONDITIONS FOR SIGNS – NEW AND REPLACEMENT

Conditions of Permit Approval:

Prior to the issuance of a building permit for a sign, an electrical permit must be obtained by an electrician who is licensed with the City of Hagerstown.

After a final electrical inspection has been requested and has passed, a final building inspection request must be requested immediately after the sign is erected. To request an inspection, please call 301-797-6313 and follow the prompts.

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BUILDING PERMIT INFORMATION FOR SIGNS

Submittal Requirements

- If applicant is not the owner of the property, then an Affidavit from the owner authorizing applicant to make application for permit is required.

- Two (2) complete sets of construction drawings. When required, a design prepared by a Licensed Professional must be provided and must be signed and sealed.

- Two (2) copies of the plot plan are required. The City encourages the use of a legal survey. If a survey is not being used, the plot plan can be drawn by hand. The plot plan must be on letter or legal size paper, and must include the following:
 - All property lines and property line dimensions
 - If known - Building Restriction Lines (BRL) and any utility easements
 - Scale of drawing
 - Property Owner name(s)
 - Street Address of Property
 - Existing dwelling and any other existing structures
 - Existing driveway
 - Detailed dimensions of the proposed new construction
 - Proposed new construction location with setbacks from the proposed new construction to property lines and to the nearest structure in EACH DIRECTION

- Fees are due at the time of application.