



**CITY OF HAGERSTOWN
PLANNING & CODE ADMINISTRATION DEPARTMENT**

1 East Franklin Street
Third Floor
Hagerstown, MD 21740

Phone: 301-790-4163
Fax: 301-791-2650

BUILDING PERMIT APPLICATION FOR SIGNS

Submittal Requirements

- If applicant is not the owner of the property, then an Affidavit from the owner authorizing the applicant to make an application for the permit is required.
- Building Permit Application
- Historic District Commission Approval, if applicable
- Three copies of plot plan. When at all possible, a legal survey should be used. If a survey is not being used, the plot plan can be drawn by hand. Plot plan must be on letter or legal size paper, and must include the following:
 - All property lines and property line dimensions.
 - Square footage or acreage of the property
 - Building Restriction Lines (BRL) and any utility easements (if known)
 - Scale of drawing
 - Property Owner name(s), if different than applicant
 - Street Address of Property
 - Show any existing structures
 - Show existing or new driveway
 - Detailed dimensions of the proposed sign
 - Proposed new construction location with setbacks from the proposed new construction to property lines and to the nearest structure in EACH DIRECTION.
- Construction drawings – see plan review checklist to determine what must be included. (A minimum of two paper copies and two electronic copies must be provided.)**
- All fees must be paid at time of application if the total fee is less than \$100.00 or if work was started prior to issuance of a building permit. If fee total is more than \$100.00, then a \$100.00 deposit must be made at the time of application.



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BUILDING PERMIT PLAN REVIEW CHECKLIST FOR SIGNS

Complete sets of scaled plans minimum $\frac{3}{16}$ " to one foot, $\frac{1}{4}$ " to one foot scale is preferred
(Note: one set will be returned to you with the approved permit.)

Is the work type new or replacement , if replacement show proof of existing signage [photos].

Is the sign permanent or temporary ?

Length of frontage: Overall for whole building _____ Tenant Space _____

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.

*Digital signs are subject to the Zoning Ordinance regarding the changing of images and those standards are available for review in Article 4, Section I of the Land Management Code.

Sign Type:

- Awning Billboard Building Mounted Box Flat Substrate Banner
 Canopy Overhanging Building Mounted Channel Letters Free-standing/ Pylon
 Building Mounted Formed Letters Other: _____

Construction documents are required and must include the following:

- Exact location of signs including site plan if applicable and any signs shown on building (elevation)
 Dimensions of sign
 Materials, details of construction, and method of attachment (if applicable)
 Loads, stresses and anchors (if applicable, preparation 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
 Landscape plan for base of sign
 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.



| | |
|---------------|-------|
| Type: | SIGNS |
| Process Date: | |
| Appl. #: | |

BUILDING PERMIT APPLICATION FOR SIGNS

FILL IN ALL APPROPRIATE SECTIONS – PLEASE PRINT – MUST BE LEGIBLE

SECTION I – PROJECT INFORMATION

| | |
|---|--|
| Estimated Cost of Construction \$ _____ <i>includes electrical, labor & materials</i> | Size: _____ square feet [_____ X _____] |
| TYPE OF SIGNAGE <i>(select all that apply)</i> Awning <input type="checkbox"/> Billboard <input type="checkbox"/> Building Mounted Box <input type="checkbox"/> Banner <input type="checkbox"/> Canopy <input type="checkbox"/> Building Mounted Channel Letters <input type="checkbox"/> Flat Substrate <input type="checkbox"/> Building Mounted Formed Letters <input type="checkbox"/> Overhanging <input type="checkbox"/> Freestanding/ Pylon <input type="checkbox"/> | Is this a replacement for an existing sign? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, is it the same size and footprint? Yes <input type="checkbox"/> No <input type="checkbox"/> Is the sign permanent <input type="checkbox"/> or temporary <input type="checkbox"/> ? Is the sign along a state highway route? Yes <input type="checkbox"/> No <input type="checkbox"/> |

SECTION II – PROPERTY INFORMATION

| | |
|-------------------------------|--------------------------------|
| Address of Jobsite | Property Owner(s) Name(s) |
| Lot No. _____ Suite No. _____ | Property Owner(s) Address |
| Subdivision Name: _____ | _____ |
| | Phone: _____ Cell Phone: _____ |

SECTION III – CONTACT INFORMATION

| Primary Contact | Contractor |
|-------------------------|-----------------------------|
| Name | Company Name City License # |
| Current Mailing Address | Current Mailing Address |
| Phone No. Cell No. | Phone No. Cell No. |
| Email (required) | Email |

SECTION V – PROJECT DETAILS

Description of Work (describe in detail work to be performed, include floor level if multi-story structure):

Building Planning Details

| | | | | | |
|---|--|--------|-------|------------|-------------|
| Illumination Is the sign illuminated? yes <input type="checkbox"/> no <input type="checkbox"/> Does it have a digital changing message? yes <input type="checkbox"/> no <input type="checkbox"/> | Building Setbacks: <table border="1"> <tr> <td>Front:</td> <td>Rear:</td> </tr> <tr> <td>Left Side:</td> <td>Right Side:</td> </tr> </table> Setbacks are measured to the shortest point | Front: | Rear: | Left Side: | Right Side: |
| Front: | Rear: | | | | |
| Left Side: | Right Side: | | | | |

| | |
|---|---|
| Zoning District: <input type="checkbox"/> AT <input type="checkbox"/> RMOD <input type="checkbox"/> RMED <input type="checkbox"/> RH <input type="checkbox"/> RO <input type="checkbox"/> CC-MU <input type="checkbox"/> N-MU <input type="checkbox"/> CL <input type="checkbox"/> CG <input type="checkbox"/> CR <input type="checkbox"/> POM <input type="checkbox"/> I-MU <input type="checkbox"/> IR <input type="checkbox"/> IG | HDC District: <input type="checkbox"/> DOWNTOWN <input type="checkbox"/> OAK HILL <input type="checkbox"/> POTOMAC / BROADWAY <input type="checkbox"/> S PROSPECT ST |
| Frontage: Overall width of building on front entrance wall: _____ ft Width of tenant space only on front entrance wall: _____ ft [Note: For 2 sided storefronts, measure width of tenant space on each entrance wall and provide total width] Width of secondary/ non-entrance wall on 2 nd public street: _____ ft | Existing signage: Are there any other signs on the property? yes <input type="checkbox"/> no <input type="checkbox"/> Describe: |
| Location in building: <input type="checkbox"/> Storefront tenant <input type="checkbox"/> Non-storefront tenant [1 st floor tenant with no street frontage] <input type="checkbox"/> Upper floor tenant | |

| Applicant Information | |
|---------------------------------------|----------|
| Applicant's Name: | |
| Current Mailing Address: _____ | |
| Phone No. | Cell No. |
| Email (required) | |

Building Permits and Applications for Building Permits are Non-transferrable and Non-assignable.

IMPORTANT – PLEASE READ CAREFULLY

The Applicant hereby certifies and agrees as follows: 1) That he/she is authorized to make this application, 2) that the information is correct, 3) that he/she will comply with all provisions of City of Hagerstown Regulations and State Laws whether herein specified or not, 4) that no work requiring permits will be performed on the referenced property that is not specifically described in this application prior to obtaining said permits, 5) that he/she understands that any and all electrical work requires separate permits. Any changes made without approval of the agencies involved shall constitute a suspension of the building permit until revised plans are approved. A revision fee may be charged.

Signature of APPLICANT

Please print name

Date Signed

Association with project