



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

FOR CITY USE ONLY	
PERMIT #	_____
ISSUED	_____
EXPIRES	_____

DNEP@annapolis.gov • 410-263-7946 • 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. It may be used for no more than two signs.

Location 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	_____
Day phone	_____ Cell _____	Construction License No.	_____
E-mail	_____	Expiration Date	_____

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.

Proposed Sign #1

Sign type	Illuminated, Yes or No?	Mounting method
New	New	Pole sign, height from ground top: _____
New w/existing support	Existing	_____
Alter existing	Type of illumination _____	Wall sign
Replace existing	_____	Hanging sign
Repaint new name <u>only</u>	UL listing _____	Pedestal sign
New insert <u>only</u>	_____	
Size (width times height) _____	Sign material _____	
Single or double faced? _____	Anchoring method _____	

Building site address _____ Date _____

Proposed Sign #2

Sign type	Illuminated, Yes or No?	Mounting method
New	New	Pole sign, height from ground top: _____
New w/existing support	Existing	_____
Alter existing	Type of illumination _____	Wall sign
Replace existing	_____	Hanging sign
Repaint new name <u>only</u>	UL listing _____	Pedestal sign
New insert <u>only</u>	_____	
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 _____

Comments:

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DNEP final approval _____ Date _____

App fee paid _____ Permit fee _____ Fee due _____

Date issued _____ By _____