

**SIGN
CONSTRUCTION
PERMIT**



Office Use Only

Sign A/P # _____
 Grading A/P # _____
 Received by: EH: _____ Date: _____
 Received by I&P: _____ Date: _____

Calvert County Inspections & Permits Division, 150 Main Street, Suite 335, Prince Frederick, MD 20678
 (410) 535-2155 (410) 535-2156 (301) 535-1600 (301) 855-1243

Property Owner Information	Name:			County Project	Non-Profit Organization					
	Phone:		Mobile #:	E-mail:						
	Mailing Address:		City	State	Zip					
PROJECT LOCATION INFORMATION										
Commercial Business Information	Commercial Center Name:			Unit #:	Suite #:					
	Business Name:									
	Business Address:			State	Zip					
	Contact Name:									
Residential	Subdivision:									
	Premise Address:		City	State	Zip					
Additional Premise Information	<i>Tax ID#, Map, Parcel, Block, Lot, and Section can be found at Maryland Real Property Data Search</i>									
	Tax ID#	Map	Parcel	Block	Lot	Section				
	Town Center	Yes	No	District	1st	2nd	3rd	Lot size or Acreage:		
	WATER:		Individual Well	Public	Private System (not Co.)	SEWER:		Septic Tank	Public	Private System (not Co.)
	Floodplain	Wetlands	Critical Area (CA)		Steep Slopes ≥25% (≥15% in CA)		Forest Retention Area (FRA)			
	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No			
	Streams		Road Access		Agricultural Preservation District		Historic District			
	Yes No	County	State	Private	Yes No	Yes No	Yes No			
Site Plan (SPR) #			Architectural Review case #		Board of Appeals case #					
Directions to site from Courthouse										
Contractor Information	Company Name:									
	Mailing Address:			City	State	Zip				
	Phone:		Mobile #:		E-mail:					
	Contact Name (print):									
	Calvert County License #:			MHIC License #:						
PROPOSED DESCRIPTION OF WORK										
Description of Sign(s):										
TYPE OF SIGN			ESTIMATED CONSTRUCTION COST \$							
Projecting	Portable		PROPOSED Sign Face Sq. Ft.							
Wall	Freestanding									
Window	Directional									
USE OF SIGN			PROPOSED Sign Structure Sq. Ft.							
Business	Directional		PROPOSED Sign Height							
Other										
TYPE OF ILLUMINATION			PROPOSED Sign Width							
External	Internal		Length of Front Building Wall:							
Shielding										
MOVING PARTS			EXISTING Sign Sq. Ft. (on site)							
Yes	No									
NEW OR REPLACEMENT SIGN			PROPOSED CONSTRUCTION INFORMATION							
New	Replacement									
Footings		Concrete	Pile	Caisson	Other					

- This permit application and all required information must be submitted to the Inspections & Permits Division for review by all applicable County agencies; incomplete packages and/or unsigned application forms will result in processing delays.
- After issuance of a building permit, inspections shall be requested by calling the Inspections & Permits Division at least 24 hours in advance. Inspections must be requested by 3:00 p.m. in order to be scheduled for the following day.
Required inspections shall include, but are not limited to: (1) before footings or slabs are poured, and (5) upon completion of the sign
- The permit must be posted conspicuously at the front of the lot. Permits expire 6 months after issuance unless the project is under continuous construction.

I hereby certify that I have read and understood the above requirements; and I have the authority to make this application, the information given is correct, and the use and construction shall conform to the County Health Regulations, the Building Code and Zoning Ordinances, and private deed restrictions, if any, which are imposed on the property.	OWNER or AUTHORIZED AGENT	
	SIGNATURE:	Date:
	PRINT NAME:	
	Phone #:	
	Mobile #:	
Email:		