

**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, 205 Main Street, Floor 1, Prince Frederick, MD 20678
 (410) 535-2155 (410) 535-2156 (301) 535-1600 (301) 855-1243

Property Owner Information	Name: _____		<input type="checkbox"/> County Project		<input type="checkbox"/> Non-Profit Organization	
	Phone: _____		Mobile #: _____		E-mail: _____	
	Mailing Address: _____		City: _____		State: _____	Zip: _____
PROJECT LOCATION INFORMATION						
Commercial <input type="checkbox"/>	Commercial Center Name: _____				Unit #: _____	Suite #: _____
	Business Name: _____					
	Business Address: _____		City: _____		State: _____	Zip: _____
	Contact Name: _____					
Business Information	Phone: _____		Mobile #: _____		E-mail: _____	
	Residential <input type="checkbox"/> Subdivision: _____					
Premise Address	Premise Address: _____		City: _____		State: _____	Zip: _____
	<i>Tax ID#, Map, Parcel, Block, Lot, and Section can be found at Maryland Real Property Data Search</i>					
Additional Premise Information	Tax ID# _____	Map _____	Parcel _____	Block _____	Lot _____	Section _____
	Town Center <input type="checkbox"/> Yes <input type="checkbox"/> No		District <input type="checkbox"/> 1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd		Lot size or Acreage: _____	
	WATER: <input type="checkbox"/> Individual Well <input type="checkbox"/> Public <input type="checkbox"/> Private System (not Co.)			SEWER: <input type="checkbox"/> Septic Tank <input type="checkbox"/> Public <input type="checkbox"/> Private System (not Co.)		
	Floodplain <input type="checkbox"/> Yes <input type="checkbox"/> No	Wetlands <input type="checkbox"/> Yes <input type="checkbox"/> No	Critical Area (CA) <input type="checkbox"/> Yes <input type="checkbox"/> No	Steep Slopes ≥25% (≥15% in CA) <input type="checkbox"/> Yes <input type="checkbox"/> No		Forest Retention Area (FRA) <input type="checkbox"/> Yes <input type="checkbox"/> No
	Streams <input type="checkbox"/> Yes <input type="checkbox"/> No	Road Access <input type="checkbox"/> County <input type="checkbox"/> State <input type="checkbox"/> Private		Agricultural Preservation District <input type="checkbox"/> Yes <input type="checkbox"/> No		Historic District <input type="checkbox"/> Yes <input type="checkbox"/> 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 \$			
<input type="checkbox"/> Projecting	<input type="checkbox"/> Portable	PROPOSED Sign Face Sq. Ft.				
<input type="checkbox"/> Wall	<input type="checkbox"/> Freestanding					
<input type="checkbox"/> Window	<input type="checkbox"/> Directional					
USE OF SIGN			PROPOSED Sign Structure Sq. Ft.			
<input type="checkbox"/> Business	<input type="checkbox"/> Directional	PROPOSED Sign Height				
<input type="checkbox"/> Other						
TYPE OF ILLUMINATION			PROPOSED Sign Width			
<input type="checkbox"/> External	<input type="checkbox"/> Internal	Length of Front Building Wall:				
<input type="checkbox"/> Shielding						
MOVING PARTS			EXISTING Sign Sq. Ft. (on site)			
<input type="checkbox"/> Yes	<input type="checkbox"/> No					
PROPOSED CONSTRUCTION INFORMATION						
Footing		<input type="checkbox"/> Concrete	<input type="checkbox"/> Pile	<input type="checkbox"/> Caisson	<input type="checkbox"/> 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 (circle one)	
	SIGNATURE: _____	Date: _____
	PRINT NAME: _____	
	Phone #: _____	
	Mobile #: _____	
Email: _____		