

HOWARD COUNTY SIGN PERMIT APPLICATION / INVENTORY Department of Inspections, Licenses & Permits - Licenses and Permits Division George Howard Building, 3430 Court House Drive, Ellicott City, Maryland 21043, (410) 313-2455				
A. EXACT Street Address of Sign (House No., Street, City, Zip)		B. Descriptive Location or Business Name		
C. SIGN COPY: (What is printed on sign – include logos. Submit scaled drawing of sign.)				
D. Zoning Classification: ☐ Commercial ☐ Residential ☐ Non-Conforming ☐ Industrial ☐ SPECIAL EXCEPTION ☐ BA # _____				
E. Name & Address of Property Owner: Phone: _____		F. Name & Address of Sign Owner: Phone: _____		
G. Name & Address of Sign Contractor: Phone: _____		H. Agent: Phone: _____		
I. ☐ Mail when permit is ready ☐ Property Owner ☐ Sign Owner ☐ Sign Contractor ☐ Agent				
J. TYPE OF SIGN: Wall _____ Free-Standing _____ Projecting _____ Roof _____ Other (Specify Type) _____				
K. ALL TYPES OF SIGNS - Sign Height: _____ Feet _____ Inches - Total Sign Area Single Face: _____ Square Feet - Sign Width: _____ Feet _____ Inches - Height (to top of sign) above finished grade level: _____ Feet _____ Inches				
L. FREE-STANDING SIGNS ☐ Large freestanding and entrance feature signs may require a building permit (410) 313-2455 - Set-back distance from road right-of-way to nearest part of the sign surface: _____ (ft.) CALL MISS UTILITY BEFORE DIGGING Σ 1-800-257-7777 Σ				
M. ADDITIONAL APPROVALS ☐ Will your sign be located in a Historic District? If so, contact the Historic District Commission at (410) 313-2350 ☐ Will your sign be located in Columbia? If so, contact Howard Hughes Corporation at (410) 964-5446 ☐ Will your sign be within Howard County right of way? If the sign is within Howard County right of way (R/W) submit 3 copies of all materials. Revocable permit and breakaway construction required for community identification signs in R/W.				
N. SIGN FUNCTION ☐ Temporary Real Estate/Construction/Subdivision ☐ Permanent Identification (Community, Church, Subdivision) ☐ Home Occupation ☐ Commercial/Industrial Identification ☐ Subdivision Directional Sign ☐ No. of Bldg. Lots _____				
O. SIGN MATERIALS (materials sign is made of)				
P. ILLUMINATION ☐ No ☐ Yes ELECTRICIAN’S NAME: _____ DATE FILED: _____ TYPE OF ILLUMINATION : ☐ EXTERNAL ☐ INTERNAL				
Q. BUILDING DIMENSIONS Length _____ Feet Public Street Front ☐ yes ☐ no Width _____ Feet Public Street Front ☐ yes ☐ no				
R. EXISTING SIGNS Indicate total area of all signs now displayed (excluding proposed signs) _____ square feet.				
S. CERTIFICATION I hereby certify that the sign described within this sign permit application is authorized by the owner in fee and that I and/or we are authorized to make this application; the said sign, in all respects, is in compliance with the Howard County Code and Building Code as to size, location, structural requirements and design. Signature of Applicant _____ Date: _____ Print Name _____ Email Address _____ PLEASE CHECK APPROPRIATE BOX: ☐ Property Owner ☐ Sign Owner ☐ Lessee ☐ Agent ☐ Sign Contractor				
T. PROPERTY OWNER’S SIGNATURE OR PERMISSION LETTER REQUIRED WITH ALL APPLICATIONS Signature of Property Owner _____ Date: _____ Print Name _____ ☐ Owner’s permission letter attached				
U. ☐ Building elevation with sign location attached ☐ Site or plot plan to scale attached ☐ Sign drawing to scale attached ☐ Building photo(s) showing all existing signs and sizes required				
DO NOT WRITE IN THIS BLOCK Census Tract _____ Application Date _____ Computerized Permit No. _____ Permit Tag No. _____ Date Permit Issued _____ Total Sign Area Authorized: _____ Square Feet Total Sign Area Utilized: _____ Square Feet Comments: _____ APPROVED: _____ Sign Code Administrator Fee \$ _____ Check No. _____ Receipt No. _____ Date _____				