

Department of Permits, Approvals, and Inspections

SIGN PERMIT DRAWING/DETAIL CHECKLIST FOR BALTIMORE COUNTY, MD

(For enterprise signs in most business and manufacturing zones)

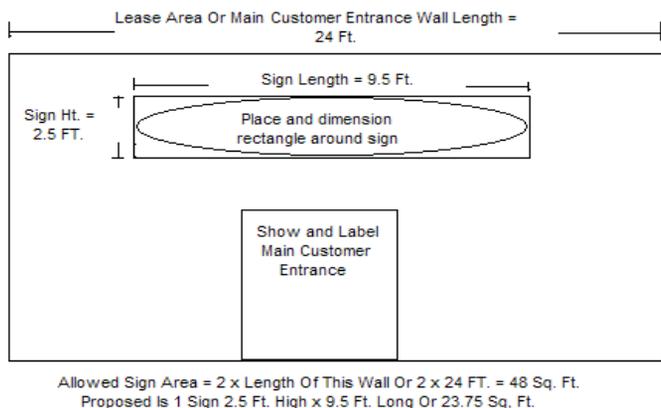
This sheet is intended for information on basic **enterprise** sign permit applications. Please understand that it is not intended for those types of signs that require more information, such as temporary signs, changeable copy, joint identification sign, and so forth.

- 1) **Wall mounted sign on a building with more than one tenant space** (usually with shared parking). This applies to most business and manufacturing zoned sites. One sign is permitted on the individual tenant's wall where the principal customer entrance is located. Size is based on the lease area of that wall length in feet X 2.
- 2) **Wall mounted sign on an individual business/office fully occupying a single tenant building on an individual site.** May have the sign as stated in #1 above AND two others on the building, with sign areas based on the wall length on which each is located X No more than two signs are permitted on a single wall and in this situation; the sign areas are added against permitted wall totals and square footage allowed under the length X 2 formula. If more than one wall sign is proposed, please provide sign information for each, as per sign detail #1 above.
- 3) A **Freestanding Enterprise sign is on individual sites where an individual business/office occupies a single tenant building.** The usual maximum area is 75 square feet and the maximum height is 25 feet. In addition to sign detail #2 information, a site plan showing the location of the sign, the setback distance to property/lease lines, and street right-of-ways must be provided with the application. Compliance with Section 102.5 of the BCZR must be shown for public road or alley intersections if the sign is at 25 feet of the intersection, measured from extended right away.

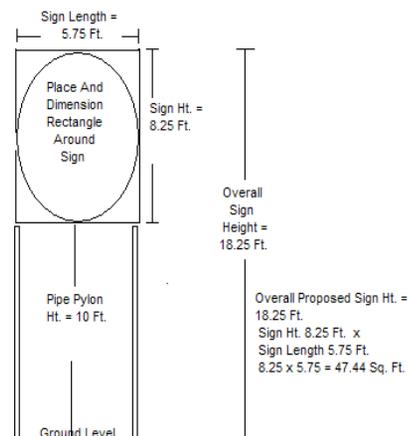
THE PLANS/APPLICATION

All plan details must be legible, complete, and agree with the application. All dimensions shown must be in **feet and two-digit decimals** of feet. **Architectural scaled dimensions or fractions are not acceptable.** Show the address and the current zoning with the 10-digit tax account number on the drawing detail. Plans/applications are not accepted by mail, fax, or other electronic formats. Fees must be paid by check, cash, or money order to Baltimore County.

Wall Mounted Sign Elevation Detail #1



Freestanding Sign Elevation Detail #2



Note on the plans:

1. Signs must display at a constant intensity and **may not** flash, blink, scroll, strobe, or display motion or video.
2. Property address for sign location/owners name and the current zoning of the sign location: i.e. Zoned BL
3. The ten-digit tax account number: i.e. 1234567890 (Can be obtained at the County Office Building, Room 100). For this number, contact the MD Dept. of Assessments and Taxation at http://sdatcert3.resiusa.org/rp_rewrite/. The website to find the **unofficial** zoning for a site is: <http://www.baltimorecountymd.gov/>

Fees

Single Faced Signs: Under 50 square feet: \$50.00
 50-300 square feet: \$75.00
 300 square feet: \$200.00

Double Faced Signs: Under 50 square feet: \$100.00
 50-300 square feet: \$150.00
 300 square feet: \$300.00

Changeable Copy Signs: \$500.00