

Following are steps to be taken to acquire a permit:

1. Obtain application from P&Z in person or online. Fully complete the application. Tax account numbers must be supplied. Be sure to supply names, addresses, telephone numbers and email addresses of owner, business, applicant, sign fabricator and sign installer.
2. Contractors must hold a current State of Maryland license.
3. Submit application along with:
 - A. Non-refundable, non-transferable application fee - \$30.00 collected at time application is submitted and deducted from permit fee when permit is issued;
 - B. Three (3) 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, height of building, etc. Drawing must include wording of sign.
 - C. If doing exterior signage in the Historic District of Annapolis an application to the Historic Preservation Commission is required.
4. Applications will be reviewed by appropriate City departments. Processing time is approximately 7 days.
5. You may check the status of your permit through our IVR system by calling 410.260-2200.
6. You will be notified by telephone or e-mail when permit is ready for pick-up.

SIGN PERMIT FEE

Value of sign fabrication and installation

\$0 to \$299.00.....\$30.00

\$300 to \$500.....\$35.00

Over \$500.....\$30.00
+\$2.25 per add'l \$100

Fee paid at time of permit pick-up

FOR FURTHER INFORMATION AND ADDITIONAL HELP PLEASE CONTACT:

**Department of Planning and Zoning
145 Gorman Street, 3rd Floor
Annapolis, MD 21401
410.260-2200**

Monday-Friday 8:30am-4:30pm

THE CITY OF ANNAPOLIS. CHAPTER 21.70 OF THE ZONING ORDINANCE, AND CHAPTER 17.60 OF THE BUILDING CODE SHOULD BE CONSULTED FOR SPECIFIC SIGN INSTALLATION REGULATIONS

City of Annapolis

GUIDE FOR SIGN PERMITS



Department of Planning and Zoning

145 Gorman Street
3rd Floor
Annapolis, MD 21401
(410)260-2200

Website: Annapolis.gov

COUNTER HOURS: 8:30 A.M. TO 4:00 P.M.

In addition to the information provided in this pamphlet and in the zoning code, it is recommended that businesses or individuals discuss their proposed sign design with the Department of Planning and Zoning prior to ordering and applying for permit.

PURPOSE:

The sign regulations are to encourage the effective use of signs as a means of communication in the City; to maintain and enhance the aesthetic environment; to promote pedestrian and traffic safety; to minimize the possible adverse effects of signs on nearby public and private property; and to enable the fair and consistent enforcement of these regulations.

DEFINITION:

“Sign” means any name, identification, description, display or illustration which is affixed to, or represented directly or indirectly upon, a building, structure or piece of land, and which directs attention to an object, product, place, activity, person, institution, organization or business.

SIGN PERMITS:

Permits are required before placing, erecting, altering or relocating any sign in the City of Annapolis, unless the sign is exempt.

AWNING SIGNS

A sign permit is required for awnings that have words **except for building address only**. Submit one additional set of plans and include a flame spread rating when applying for an awning sign.

PROHIBITED SIGNS:

There are also certain signs that are prohibited throughout the City and they are listed in Chapter 21.70.040. These

signs are animated, billboards, flashing, portable, rotating, rooftop, signs projecting above the rooflines of buildings and snipe signs.

EXEMPT SIGNS:

Signs in this section do not require a permit provided they meet both the standards applicable to all signs and certain other standards outlined in Chapter 21.70.060. Some examples of exempt signs are: nameplate and identification, for sale or rent, signs accessory to parking areas, construction site signs, garage or yard sale, public signs, legal notices and traffic/parking signs.

TEMPORARY SIGNS:

Temporary signs are as follows: Signs, banners, flags and other advertising devices may be placed on a site or building to announce the opening of a new business or a special promotion **with written approval from the Director of Planning and Zoning**. Such signs shall be limited to two events per year for a period of up to thirty days each event. Temporary signs up to twenty square feet for community or civic projects or special events; for events of public interest such as carnivals, community gatherings, fairs, political events and other events of a similar nature. Temporary signs shall be displayed for a period not in excess of sixty days and shall be removed within seven days after the conclusion of the event.

CONTACTS:

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