

Application for Sign Permit

BUILDING/GRADING AP # _____

Calvert County, Maryland
 Inspection & Permits Division
 205 Main Street, 1st Floor
 Prince Frederick, MD 20678

Received By IP: _____ Date _____

PROJECT ADDRESS

Street #	Street Name		
City	State	Zip	
Directions to Site (from 150 Main Street)			

APPLICANT

<input type="checkbox"/> Architect	<input type="checkbox"/> Contractor	<input type="checkbox"/> Engineer	<input type="checkbox"/> Owner	<input type="checkbox"/> Permit Service
<input type="checkbox"/> I have an Online Portal account in Encompass				
<input type="checkbox"/> I do not have an Online Portal account in Encompass				
Name:				
Mailing Address:				
City:	State:	Zip:		
Email:		Phone:		
Project Name (Subdivision, Lot #, etc.):				
Description of Work:				

PROJECT INFORMATION

Existing Square Footage of ALL Signs on Premises:					
	SIGN 1	SIGN 2	SIGN 3	SIGN 4	SIGN 5
Proposed Sq Ft					
Proposed Face Sq Ft					
Proposed Structure Sq Ft					
Sign Height					
Sign Width					
Type of Sign	Direction Freestanding Portable Projecting Wall Window	Direction Freestanding Portable Projecting Wall Window	Direction Freestanding Portable Projecting Wall Window	Direction Freestanding Portable Projecting Wall Window	Direction Freestanding Portable Projecting Wall Window
Moving Parts	Yes / No				
Shielding	Yes / No				
External Illumination	Yes / No				
Internal Illumination	Yes / No				
Footing	Concrete Footer Other				
Sign Material					
Length of Front Building Wall					

I hereby certify that I have read and understand the requirements listed on page 2 of this permit application form; 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, Zoning Ordinances, and private deed restrictions, if any, which are imposed on the property.

PRINT NAME: _____

DATE: _____

SIGNATURE: _____

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Commercial Building Application Requirements

- This permit application and all required information will be submitted to the Inspections & Permits Division for review by all applicable County and State agencies; incomplete packages will result in processing delays
- Separate permits and inspections will be required for projects that include plumbing and electrical work.
- The permit and approved plan must be posted conspicuously at the front of the lot.
- Permits expire 2 years after issuance unless the project is under continuous construction.

Commercial Building Inspection Requirements

- After issuance of a building permit, inspections shall be requested by calling the Inspections & Permits Division at least 24 hours in advance by visiting the online portal or contacting Inspections & Permits at 410-535-2155.
- Inspections must be requested by 3:00 pm. in order to be scheduled for the following day. While every effort is made to perform inspections on the day they are scheduled extenuating circumstances may result in a delay.
- Required inspections shall include, but are not limited to: (1) before footings or slabs are poured (2) before foundation walls are backfilled (3) before framed walls are insulated (Certifications are required for engineered floor and roof system) (4) before interior walls are covered, and (5) upon completion of construction. Depending on construction methods and sequence, additional inspections may be required. Contact the Inspections & Permits Office if you have questions about the need for a specific inspection.
- Separate permits and inspections will be required for projects that include plumbing and electrical work.
- Section 109.3 of the International Building Code states that: It shall be the duty of the permit holder or their agent to notify the building official that work is ready for inspection. It shall be the duty of the person requesting any inspections required by this code to provide access to and means for inspection of such work. Work requiring an inspection that has been covered or concealed prior to receiving a required inspection will have to be exposed.