



Department of Permitting Services  
 255 Rockville Pike, 2nd Floor  
 Rockville, MD 20850-4166  
 Phone: 311 in Montgomery County or (240)-777-0311  
 Fax (240)-777-6262  
<http://www.montgomerycountymd.gov/permittingservices/>



## Procedure for Sign Permits

### Wall Sign On Building

1. Complete application for sign permit
2. One copy of brochure or scale drawing of sign
3. One picture/photograph of building showing location of sign on building
4. One copy of building elevation drawing showing proposed sign

### Free Standing Sign

1. Complete application for sign permit
2. One copy of scale drawing of sign
3. One site plan showing location of sign on property indicating distance from property lines.
4. One photograph showing sign location

### Illuminated Sign

1. Complete application for sign permit
2. Complete application for electrical permit
3. Submit all documents listed above depending on the type of sign.

### Sign Permit Fees – Includes 5% Automation Enhancement Fee

#### A. DPS

	Base Fee	+5%*	Total Fee
1. Permanent signs	\$255.00	\$12.75	\$267.75
2. Limited duration sign	\$ 32.00	\$ 1.60	\$ 33.60
3. Sign concept plan (per sign)	\$110.00	\$ 5.50	\$115.50
4. Request for a Sign Review Board variance per location or sign concept plan	\$435.00	\$ 21.75	\$456.75
5. Sign Installer License	\$365.00	\$18.25	\$383.25
6. Limited Duration Sign Installer	\$220.00	\$11.00	\$231.00

#### B. MNCPPC (Subject to site plan approval)

	Base Fee	+5%*	Total Fee
1. Permanent signs	\$410.00	\$20.50	\$430.50
2. Limited duration sign	\$ 52.00	\$ 2.60	\$ 54.60
3. Sign concept plan (per sign)	\$175.00	\$8.75	\$183.75
4. Request for a Sign Review Board variance per location or sign concept plan	\$695.00	\$ 34.75	\$729.75
5. Sign Installer License	\$590.00	\$29.50	\$619.50
6. Limited Duration Sign Installer	\$345.00	\$17.25	\$362.25