



Building Plan Review Requirements for Signage

The following shall be submitted to DPIE, Building Plan Review Division (BPRD) for review and approval prior to signage installation of any kind. This document does not contain requirements for M-NCPPC (Zoning) planning review. Applicant can apply for a [sign permit](#), including scope regarding Reface. If electrical power is utilized, applicant can apply for the following [building permit](#) case types: Commercial Exterior (CE) for wall mounted signs or Commercial Grading (CG) for standalone signs. The following items are required to demonstrate compliance:

General

- Plans shall be signed and sealed by a Maryland Licensed Professional Engineer (P.E.) for each discipline. Minor electrical work does not require sign/seal.
- A site layout showing location of sign, property line, roads, building and other structures on site.
- Design shall comply with [county adopted code and ordinances \(click here\)](#).
- Plans shall indicate the scope of work clearly, including the scope of work for electrical. [Building-and-Trade-Permits-Plan-Review-Submission-for-Architectural-and-Professional-Engineer-Seal-Requirements-PDF \(princegeorgescountymd.gov\)](#).

Structural Plan Review

- Standalone sign
 - Foundation plan and footing detail
 - Post to footing connection detail
 - Sign to post connection detail
 - Material types, post and board
 - All dimensions, width, length, height
 - Designed per 2018 International Building Code (IBC) with County Subtitle 4, [county climatic and geographic design criteria](#) including wind load of 115 MPH.
- Wall-mounted sign
 - All connection details
 - Material types, post and board
 - All dimensions, width, length, height
 - Designed per 2018 IBC with County Subtitle 4, [county climatic and geographic design criteria](#) including wind load of 115 MPH.

Electrical Plan Review (when applicable)

- Provide electrical plans
- Indicate circuit number
- Show panelboard location providing power
- Indicate wiring/conduit size
- Design shall meet 2017 National Electric Code (NEC) with County Subtitle 9.
- In cases of reuse of existing sign circuit(s), feeders, and only connecting to existing in place, no electrical plans are required.