



## TECHNO-GRAM 005-2025



**SUBJECT:** Sign Permits issued by the Department of Permitting, Inspections and Enforcement (DPIE)

**PURPOSE:** The Purpose of this Techno-gram is to eliminate the requirement for a Sign Permit revision in some instances when refacing existing signs.

**SCOPE:** This applies to Sign Permits for existing signs.

Effective immediately, business owners who are proposing to reface an existing sign will not be required to secure a revised Sign Permit if complying with ALL of the following requirements:

- All changes in owner and/or tenant are required to secure a new Use and Occupancy Permit. This policy change pertains only to sign refacing. The new Use and Occupancy Permit shall be issued before the sign is refaced.
- The change to the sign is only to change the name of the tenant or owner.
- The change to the sign is in kind, as compared to the previously issued Sign Permit. For information regarding previously issued Sign Permits, applicants shall submit an [MPIA request \(Methods for Submitting MPIA Requests | Prince George's County\)](#) to DPIE.
- The change to the sign does not include full replacement of the frame and/or structure of the sign and only includes replacement of lettering.
- The overall size of lettering (height and width of all wording) does not exceed the limits allowed by the previously issued Sign Permit.
- Changes to the sign do not involve any electrical work, lighting, illumination, blinking or flashing mechanisms.



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- The change to the sign lettering is in compliance with all codes, laws and applicable approvals. County sign codes can be accessed at [Prince George's County New 21<sup>st</sup> Century Zoning Ordinance, Subdivision Regulations, & Landscape Manual \(Document Viewer | Zoning Ordinance, Subdivision Regulations, & Landscape Manual \(Effective 4/1/2022\)\)](#) and for further guidance from M-NCPPC, contact the Planning Information Counter at [PPD-InfoCounter@ppd.mncppc.org](mailto:PPD-InfoCounter@ppd.mncppc.org).
- This process is not permitted for tobacco, convenience, food and beverage stores.

APPROVED BY:

  
Dawit Abraham (Sep 19, 2025 16:14:31 EDT)

**Dawit Abraham, P.E.**  
**Director**

**September 11, 2025**