



Montgomery County Department of Permitting Services

255 Rockville Pike, 2nd Floor
Rockville, MD 20850-4166
Phone: 311 in Montgomery County or (240) 777-0311



Structural Submittal Requirements for Signs

Required Documents Free Standing Sign

New Sign Installations - All basic types of freestanding signs (Monument, pylon (pole signs), post and panel) are required to be submitted to obtain a permit. Free standing signs are described as stand on their own as opposed to wall-mounted signs attached to supporting structure.

The submittal as a minimum shall include the following:

1. Dimensional cut sheet of the free-standing sign.
2. Structural notes. The notes shall include applicable code and referenced standards. Material properties and grades of materials used. Wind and earthquake loads utilized in the design of the sign supporting structure and its foundation.
3. Soil parameters utilized in the foundation design.
4. Computations for the sign support framing and foundation design. Computation shall include the required support embedment depth computation or if direct burial is utilized then direct burial depth calculation)
5. Structural sections and details showing attachment of the sign support structure to the foundation, column base details and the required depth and reinforcing of the foundation.
6. Signed and sealed structural documents shall be submitted by a structural engineer of record registered in the State of Maryland.

Sign Alterations – Where proposed work involves re-use of existing structural members and foundations the submittal may follow [Structural Submittal Requirements for Addition and Alteration](#) as applicable for sign refurbishing and include requisite computations for proposed alteration. The submittal shall clearly state applicable codes, design assumptions of existing member sizes and respective notes for field verification prior to start of construction

Required Documents Wall Mounted Sign

If the sign is attached to existing building exterior walls, SER shall verify the existing wall type (masonry bearing, brick veneer, wood or light gage stud etc.) and design attachment to existing wall. Signed and sealed section, notes and elevation of the sign shall be submitted. Attachment detail shall include the anchor type, spacing and embedment into the existing wall. Direct attachment to brick veneer is not acceptable since the veneer is not a structural supporting member.

The structural notes shall include applicable code and referenced standards. Material properties and grades of materials used. Wind and seismic loads utilized in the design of the sign attachment.

Drawings to be submitted for the scope of work shall meet the requirements listed under “[Commercial Submittal Guidelines for Non-Fast Track Permits](#)”.