



## **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.