

SIGN PERMIT GUIDE



www.talbotcountymd.gov

215 Bay Street, Suite 3
Easton, MD 21601
410-770-6840

The Department of Permits and
Inspections
Talbot County, Maryland

Zoning Certificate

- A zoning certificate is required prior to construction of a sign in Talbot County. A zoning certificate application may be obtained from the Talbot County Department of Permits and Inspections located at 215 Bay Street, Suite 3, Easton, Maryland. Office hours are between 8:00 a.m. and 4:30 p.m. Monday – Friday. A fee of \$35.00 is required for the permit. Each applicant is required to fill out the **entire** permit application and sign and date the bottom.
- The permit application must be accompanied by two (2) copies of a plot plan (a drawing of the property also referred to as a site plan). Must be drawn to a standard scale (ex: 1"=10', 20', 30', 40', 50', 100')
The plot plan shall show the proposed location of the sign in relation to the property lines and existing structures on the property along with driveway. The plot plan may be prepared by the applicant or the applicant's surveyor provided the drawing is accurate, legible and to scale. Two (2) copies of the construction drawings showing the sign design, height and proposed location.. The county zoning code regulates the size, location and height of signs (Chapter 190 Article V, Section 190-81) refer to this section for specific requirements.
- After a stakeout inspection is completed by a building inspector and approved, the zoning certificate will be issued.
- An applicant is required to contact the Department of Permits and Inspections at 410-770-6840 for a final inspection upon completion of the sign installation.
- Construction must begin within nine months and be completed within eighteen months.

This brochure may not address all situations but is intended to provide general information for the permitting process. (Please see the Talbot County Office of Planning & Zoning for sign regulations).

Please contact our office for site plan requirements if needed.

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