

# CITY OF SALISBURY

Department of Building, Permitting & Inspections  
125 N. Division St., Rm. #B-13  
Salisbury, MD 21801  
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[www.ci.salisbury.md.us](http://www.ci.salisbury.md.us)

Sign Permit #: \_\_\_\_\_

## SIDEWALK SIGN PERMIT APPLICATION

### BUSINESS INFORMATION

Application Date: \_\_\_\_\_ Est. Cost of Sign: \$ \_\_\_\_\_

Business Name: \_\_\_\_\_ Bus. Phone: \_\_\_\_\_

*Business Address:* \_\_\_\_\_

*City:* \_\_\_\_\_ *State:* \_\_\_\_\_ *Zip:* \_\_\_\_\_

Business Owner(s) Name: \_\_\_\_\_

### PROPERTY OWNER INFORMATION

Name of Property Owner(s): \_\_\_\_\_

*Owner(s) Address:* \_\_\_\_\_

*City:* \_\_\_\_\_ *State:* \_\_\_\_\_ *Zip:* \_\_\_\_\_

Application is hereby made for a permit for a **sidewalk sign** in accordance with Chapter 12.40 of the City of Salisbury Municipal Code. Sidewalk signs are subject to the following criteria:

- A. Sidewalk signs shall be limited to three feet in height and two feet in width with a maximum face area of 6 square feet.
- B. Sidewalk signs shall not be placed where they interfere with any exit, fire hydrant, parking meter, bus stop, loading zone, sidewalk ramp, or similar public facility.
- C. Sidewalk signs must be placed outside of required American with Disabilities Act. (ADA) walkways, outside or any required exit and/or entrances, and outside driveways.
- D. The permit holder shall assure that its use of the sidewalk in no way interferes with or limits free passage of the sidewalk and maintains a minimum clear width of 5 feet of sidewalk area.
- E. Signs shall not be attached to any tree, light pole, fire hydrant, street furniture, or similar fixed object.
- F. Sidewalk signs shall be suitably anchored, weighted or designed to be resistant to the wind. Sidewalk signs shall be removed by the permittee during periods of high wind and other adverse weather conditions.

#### Items to be Included:

- Certificate of Insurance
- Plans Advertising Message of Proposed Sign
- Layout of Sidewalk Area Adjacent to Business Indicating Location of Proposed Sign

*For those signs to be placed on public property, an application for a permit shall include proof of Comprehensive General Liability insurance with limits of at least \$300,000 per occurrence naming the City as an additional insured and an agreement to indemnify and hold the City harmless in any claim or cause of action against the City arising from the placement of such signs.*

Applicant's Name: \_\_\_\_\_ Email: \_\_\_\_\_

#### Office Use Only

Permit Fee: \$ \_\_\_\_\_ Ck # \_\_\_\_\_

Approved By: \_\_\_\_\_  
Dept. of Building, Permitting & Inspections