

Building Maintenance: Sign, Awning, Repainting Resources

Sign and Awning Guidelines

To install a sign or make any changes to the building, you will need permits from [the Department of Buildings](#) (DOB). In addition to the normal permit review process, Georgetown is a federally protected historic district. Changes to the exterior of buildings, including signs, awnings, window and door replacements, and other exterior changes (excluding paint) require review by the Old Georgetown Board (OGB). OGB is part of the US Commission of Fine Arts, a federal review board that makes recommendations to DC government agencies on design of public and private buildings.

To make changes to your sign or awning, start by working with a sign or awning company familiar with OGB's sign standards. Once you have developed sign or awning concepts and before you have ordered or installed them, you will want to begin the permitting process with the Department of Buildings and the OGB.



Submission Requirements to DOB:

- 1) Architectural plans are required to replace or erect a sign including sign dimensions and elevations
- 2) Provide the Certificate of Occupancy confirming the use of the space, business or association referenced on the sign.
- 3) A surveyor's plat is required for ground signs to show the location.

Application Process to DOB:

- 1) Begin your permit application under the permit type of Sign Permit.
- 2) Complete all required questions/fields (i.e. sign materials, dimensions and location of the sign)

Application Process to OGB:

Following receipt of a DOB permit application number, you should refer the application to OGB using this [form](#) and include your sign or awning proposal. For a step-by-step guide on application materials, visit OGB’s [website](#).

Working through the permitting process can be time consuming. Check OGB’s calendar for meeting information and filing deadlines: <https://www.cfa.gov/upcoming-meetings/ogb>

<i>Sign Companies who are familiar with OGB’s Sign and Awning Regulations</i>		
Company	Contact	Email
Art Display	240-765-1400	Dave@artdisplayco.com
Triangle Sign Service	410-247-5300	Info@trianglesign.com
Sign Crafters	512-392-0900	info@signcrafters.net
Gordon Architects	202-333-9270	gg@gordonarchitects.com
Allen Industries	1-800-967-2553	
Signarama	202-506-2196	info@signatama-dcnorth.com
Sign X	202-854-1453	dc@signXusa.com
//3877	202-350-4244	info@studio3877.com

Additional Resources:

- [More information about the Old Georgetown Board](#)
- [OGB Process Frequently Asked Questions](#)
- [OGB Commercial Sign Guidelines](#)
- [Historic Preservation Office Sign Guidelines](#)

A-Frame Signs

While A-Frame signs do not require permitting and review by DOB and OGB, they must comply with the [District Department of Transportation’s \(DDOT\) guidelines](#), including keeping a-frame signs within 3 feet of your building; only permissible if there is an additional 6’ of unobstructed walking space between sign and row of light poles or street trees on sidewalk.

Repainting

While we cannot repaint your façade, the contractors below are familiar with working in Georgetown and can provide painting and façade improvement services.

<i>Georgetown Painting Contractors</i>		
Company	Contact	Email
CertaPro Painters of Capitol Hill	Sam Lewis	slewis@certapro.com
Tenleytown Painting	Sara Schreiber	tenleytownpainting@comcast.net
Rent Painters	Cristian Montoya	support@rentpainters.com

Get in Touch

Have questions or want to get in touch with the BID about spring cleaning efforts? Reach out to:

John Wiebenson, Operations Director: jwiebenson@georgetowndc.com
 Matt Millage, Public Space Manager: mmillage@georgetowndc.com