



City of Cumberland

DP # _____

Department of Community Development • 57 N. Liberty Street • Cumberland, MD 21502 • www.cumberlandmd.gov
301-759-6442 • Fax 301-759-6432 • debbie.helmstetter@cumberlandmd.gov

DEMOLITION - PERMIT APPLICATION

- Accessory Structures** **Interior Commercial Demolitions (Gutting)**

Accessory structures including but not limited to sheds, small garages, carports, small additions, porches, greenhouses, etc. (Interior Commercial Demolitions are also required if commercial alteration permits have not been received by this office prior to interior demolition taking place)

Project Location _____ **Tax ID #** _____ - _____

The Tax ID # can be found on your deed or by visiting www.dat.state.md.us / Real Property / Real Property Search. When construction is being done and several property account numbers are involved, properties must be combined under one property number. It will be necessary to contact the State of Maryland Assessment Office, 112 Baltimore Street, Gateway Center, 301-777-2113, prior to applying for permit.

Applicant's Name _____ **Phone** _____

Address _____ **Email** _____

Contractor Name _____ **Phone** _____

Address _____ **Email** _____

Brief description of structure to be demolished, including dimensions _____

Brief description of interior gutting _____

Reason for demolition _____

Last use _____ **Estimated Cost \$** _____

Proposed finished grade/contours _____

Proposed finished ground surface _____

- Provide a **Pest Control Invoice** copy showing the property has been inspected and treated if necessary.
- Provide a copy of **Notification to Maryland Department of the Environment**, 160 S. Water St., Frostburg, MD 21532, regarding abatement of asbestos, lead paint, etc. prior to demolition. *(sample letter on reverse)*
- Project must follow **Cumberland Ordinance No. 2544 and International Building Code, Chapter 33 on 'Safeguards During Construction'**. Contractor must direct and supervise all work as described in this application.
- Contact **Water Dept. 301-759-6625** and **Sewer Dept. 240-580-0762**, 24-48 hours prior to sewer capping.
- Apply for a **Certificate of Appropriateness** if property is located in a Designated Historic District? *(\$30 fee)*
- A required **Performance Bond(s)** payment may be in the form of cash or insurance coverage "bound unto Cumberland Mayor and City Council".
 - Residential** - \$1,500.00 per SFD dwelling unit (\$3,000.00 duplex)
 - Commercial** – amount of contract bid/demolition.
- Schedule an **Inspection of the Final Grade** with a Building and Zoning Officer, 301-759-6455 or 301-759-6445.
- Apply as a Vendor** with the City to receive payment and release of the above bond. *(instructions on reverse)*
- Notify adjoining property owners** of the demolition.
- No permit fee is required.

*The City reserves the right to revoke any permit to resolve an emergency or public health hazard.
A demolition permit will expire 30 days from the date of issuance.*

Do not begin work until an approval is received from the City of Cumberland.
A signed, approved, and stamped permit form is required for application to be considered complete.
This will be sent to you upon approval of the department manager or designated representative.

Applicant's Signature: _____ Date: _____

SEE REVERSE →

SAMPLE LETTER

[Contractor]
[Address]
[City, State Zip]
[Date]

Maryland Department of the Environment
Air and Radiation Management Main Field Office
Attn: Tamara Davis, Manager
160 South Water Street
Frostburg, MD 21532
Phone: 301-689-5756
Fax: 301-689-6544
frostburg@hereintown.net

Re: Demolition of [address of property to be demolished]

To: Tamara Davis

This letter is to give notification to Maryland Department of the Environment (MDE) regarding the abatement of asbestos, lead paint, etc. from above mentioned property in preparation for demolition. This property is located in the City of Cumberland.

The premises have been inspected and no asbestos nor lead paint were found on said property.

If asbestos is found during the course of the demolition project, all work will cease. The asbestos will then be removed by a licensed contractor.

If the property is fire damaged, include this paragraph...

The structure is a fire damaged residential structure exempt from the National Emission Standards for Hazardous Air Pollutants (NESAP) regulations. The interior is not safe to enter, however should friable Assessment of Corrective Measures (ACM) be encountered; it will be handled appropriately by a licensed contractor.

Sincerely,
[contractor]

cc: City of Cumberland - Community Development Dept.

Re: Bond

INSTRUCTION TO APPLY AS A VENDOR WITH THE CITY -

You must complete both the New Vendor Information Form and the IRS Form W-9, found on City website, in order to be added to the City's accounts payable system. We cannot process a check to you without these two forms. Please fill out those forms and return to us. You may also choose to submit both forms online at [www.cumberlandmd.gov/Services/New Vendor Information Form](http://www.cumberlandmd.gov/Services/New_Vendor_Information_Form). Once you are in the system as a vendor, there is no need to repeat this step.