

City of Cumberland

OCCUPANCY PERMIT APPLICATION CHECKLIST

- Provide Property Tax Number for recently purchased property or split property. 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 in order to obtain documentation required for the new Tax Account Number.
- Applicant's/Contact's Name, Address and Telephone Number
- Previous Approved Use of Building
- Proposed Use of Building
- Business Name
- Days of Operation
- Hours of Operation
- Number of Employees and Number of Clients at Any One Given Time
- Number of Seating (where applicable)
- Will Exterior Signs be Installed? If yes, a Sign Permit will be required.
- Scaled Floor Plan (Including Scale Legend)
 - All Room Sizes
 - Window and Door Locations and Sizes (Clear Opening)
 - Distances to Main Exit Area
 - Outside Dimensions of Structure
 - Number of Stories
 - Existing Handicap Accommodations
 - Exit Signs and/or Emergency Lights
 - Fire Extinguishers
 - Sprinkler System
- Scaled Site Plan (If Applicable)
 - Off-Street Parking Area Including; Ingress and Egress, and Parking Layout (Note Parallel/Perpendicular Parking Spaces Width and Length)
 - Building Footprint
 - Lighting
- Fee: Commercial - \$30.00 Non-refundable Filing Fee

A final walk through is required after the construction is completed. The walk through is to be conducted prior to the business opening. A 24-48 hour notice is required for scheduling this appointment.