

# **CITY OF CUMBERLAND**

## **RESIDENTIAL ALTERATIONS**

**COMMUNITY DEVELOPMENT  
Planning and Zoning  
City Hall - Lower Level  
57 N. Liberty Street  
Cumberland, MD 21502**

**David Cox (Senior Building & Zoning Officer)**

**301-759-6455**

**Chris Gay (Building & Zoning Officer)**

**301-759-6445**

# City of Cumberland

## OCCUPANCY PERMIT APPLICATION CHECKLIST (INCREASING THE NUMBER OF UNITS)

- 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 prior to application. 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 (If Building is Being Converted) or Lot
- Proposed Use of Building
- 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
  - 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: Residential - \$15.00 Non-refundable Filing Fee

A final walk through is required after all construction work is completed and the residence(s) is(are) in move in condition. Please contact Community Development 24-48 hours prior to requested date.

# City of Cumberland

## OCCUPANCY CONVERSION PERMIT APPLICATION CHECKLIST

(REDUCING THE NUMBER OF UNITS DOWN TO A SINGLE FAMILY DWELLING)

- 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 prior to application. 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 (If Building is Being Converted) or Lot
- Proposed Use of Building
- Scaled Floor Plan (Including Scale Legend)
  - All Room Sizes and Label How Each Room is Being Used
  - Window and Door Locations and Sizes (Clear Opening)
  - Distances to Main Exit Area
  - Indication of How Conversion Was Done
  - Outside Dimensions of Structure
  - Number of Stories
  - Existing Handicap Accommodations if Applicable
- Fee: Residential - \$15.00 Non-refundable Filing Fee

# City of Cumberland

## RESIDENTIAL ALTERATION CONSTRUCTION PERMIT APPLICATION CHECKLIST

- Provide Property Tax Account Number for recent purchase, property split, or combination where multiple account numbers exist. It will be necessary to contact the State of Maryland Assessment Office, 112 Baltimore Street, Gateway Center, (301-777-2113), prior to applying for Building Permit, in order to obtain documentation required for the new Tax Account Number.
  
- (2) Complete Set of Construction Plans including:
  - Floor Construction
  - Wall Construction/Header Construction
  - Roof/Ceiling Construction
  - Insulation
  - Scaled Plan Details (With Scale Legend)
    - Room Sizes
    - Window Type and Sizes
    - Exits, Doors, and Hallways
    - Landings
    - Stairways (Width, Tread Depth, Riser Height, and Head Room)
    - Ceiling Height
    - Attic Access
    - Smoke Detector Locations/Details
    - Electrical/Plumbing Schematics
  
- Scaled Site Plan (Including Scale Legend)
  - Lot Size
  - Building Footprint (Outside Dimensions)
  - Setback, Side Yard, Rear Yard Measurements (From Property Line to Proposed Structure/Construction)
  - Street Location (Including Street Address)
  
- Scaled Interior Floor Plan (Show the existing floor plan and how it will be altered. Room sizes need to be included.)
  
- Bathrooms (Window Sizes/Mechanical Ventilation)
  
- Day-Time Contact Person and Telephone Number
  
- Estimated Cost of Project
  
- Contractor's Address, Maryland Home Improvement License, and Day-Time Phone Number Required When Making Application.
  
- MHIC Holder's Signature is Required on the Permit, and all Subcontractor's Information Must be Supplied for Work being Completed and Their Signatures on the Appropriate Applications.
  
- Fees: \$25.00 Non-refundable Filing Fee plus \$4.00 per Thousand of the Estimated Cost.

# City of Cumberland

Fax No. 301-722-7841

Telephone No. 301-759-6442

For your convenience, you may download and print the Application for Electrical, Plumbing, and/or Utility Permits from the City's Website ([www.ci.cumberland.md.us](http://www.ci.cumberland.md.us)), fill out the form with the required information and fax same to the Department of Community Development for processing.

Provide Property Tax Account No. for recent purchase, property split, or combination where multiple account numbers exist. 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. **The above information applies to all permit applications.**

## PLUMBING PERMIT CHECK LIST

- Applicant's Name, Address, and Telephone No.
- Contractor's Name, Address, Telephone No., and Maryland Master's License No.
- Description of Work

## ELECTRICAL PERMIT CHECK LIST

- Applicant's Name, Address, and Telephone No.
- Contractor's Name, Address, Telephone No., & Maryland Master's License No.
- Description of Work

\* All plumbing and electrical work conducted within the City of Cumberland requires rough-in and final inspections by an independent Inspection Agency.