

CITY OF CUMBERLAND

RESIDENTIAL NEW CONSTRUCTION

**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

PRELIMINARY PLOT PLAN REVIEW APPLICATION

- Scaled Site Plan (Including Scale Legend)
 - Lot Size
 - Street Location
 - Location of Proposed Structure
 - Setback, Side Yard, Rear Yard Measurements (From Property Line to Proposed Structure/Construction)
 - Proposed Ingress/Egress onto Public Right-of-Way
- Fee: \$25.00

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 Property

- 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

- 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

City of Cumberland

RESIDENTIAL CONSTRUCTION (NEW OR ADDITIONS) 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.
- 3 Sets Residential Site Plan (Drawn to Scale with Scale Legend) and Including:
 - Lot Size
 - Front Setback, Side Yard Setbacks, Rear Yard Setback
 - Building Footprint with Dimensions
 - Off-Street Parking
 - Existing Contours and Elevations
 - Proposed Finished Grade Relative to Street Elevation and Adjacent Properties
- Complete Set of Construction Plans (Drawn to Scale with Scale Legend) Including:
 - Elevation (4 Sides)
 - Typical Cross Section Including:
 - Footing Information (Width & Thickness)
 - Column and/or Pier Footing Sizes
 - Chimney Footing Sizes/Fireplace and Chimney Details
 - Foundation Walls, Foundation Damp-Proofing, Foundation Drainage
 - Concrete Slab
 - Termite and Decay Protection
 - Crawl Space Ventilation
 - Floor, Wall, and Header Construction
 - Exterior Wall Covering
 - Roof/Ceiling Construction Including Insulation
 - Plan Details
 - Room Sizes
 - Window Type, Size and Manufacturer
 - Exits, Doors, Hallways and Landings
 - Stairways (Width, Tread Depth, Riser Height, and Head Room)
 - Ceiling Height
 - Attic Access
 - Smoke Detector Locations/Details
 - Additions – Show how the New Addition Connects/Affects Existing Structure (Please Provide Floor Plan of Existing Area and Proposed Addition Including All Room Sizes, Window Sizes, and Room Usage.)
 - Bathrooms (Window Sizes and Location/Mechanical Ventilation)
 - Attached Garages
 - Fire Wall Separation Details
 - Door into Dwelling (Step Height and Door Assembly)
 - Floor Material
- 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.
- Maryland Home Builder License 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.
- Soil Erosion & Sediment Control Plan/Drywell Design Approval as per Soil Conservation District
- 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. 301-759-6456

For your convenience, you may download and print the Application for Electrical, Plumbing, and/or Utility Permits from the City's Website, fill out the form with the required information and fax same to the Department of Community Development for processing.

PLUMBING PERMIT CHECK LIST

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.**

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

UTILITY PERMIT CHECK LIST

- Applicant's Name, Address, and Telephone No.
- Description of Work
 - Connection Location
 - Lot Size
 - Contractor's Name, Address, Telephone No., & Maryland Master's License No.
- \$1,245.00 Sewer Tap Charge**
- \$1,560.00 Standard ¾" Water Tap Charge**
- \$2,125.00 1" Water Tap Charge****

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.

**Cost for water taps over one inch must be determined by Water Department, 301-759-6623.

Please note that Utility Permits will not be issued until required Tap Charges are paid in full.