



## OCCUPANCY PERMIT (Commercial) APPLICATION

*Including Child Daycare Home/Center*

- Project Location \_\_\_\_\_ Tax ID # \_\_\_\_\_ - \_\_\_\_\_  
Provide property tax number for property or split property. (This 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.
- BUSINESS NAME \_\_\_\_\_
- APPLICANT/CONTACT: Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ Fax \_\_\_\_\_
- How do you want notified of decision?  US Mail  Fax  Email address \_\_\_\_\_
- Previous Approved Use of Building/Space \_\_\_\_\_
- Proposed Use of Building/Space \_\_\_\_\_  
\_\_\_\_\_
- Days and Hours of Operation \_\_\_\_\_
- Number of Employees \_\_\_\_\_ Number of Clients expected at anyone given time \_\_\_\_\_
- Number of Seats where applicable \_\_\_\_\_
- Attach a Scaled Floor Plan with scale legend and notation on the drawing of all the following: *(sample available)*
  - All Room Sizes  Number of Stories
  - Window and Floor Locations and Sizes (clear opening)  Existing Handicap Accommodations
  - Distances to Main Exit Area  Exit Signs and/or Emergency Lights
  - Outside Dimensions of Structure  Fire Extinguishers
  - Sprinkler System
- Attach a Scaled Site Plan showing all the following if applicable: *(sample available)*
  - Off-Street parking Area including ingress /egress, parking layout, and note parallel/perpendicular parking spaces width and length
  - Building Footprint
  - Lighting
- Complete a Building Permit application if construction will take place on the property. *(\$30 fee plus \$6/thousand)\**
- Complete a Plumbing and/or Electrical Permit application(s) if applicable. *(no fee)*
- Complete a Sign Permit application if a sign will be installed or placed. *(\$15 fee plus .50/SF)*
- A non-refundable Commercial Occupancy Permit Filing Fee of \$30.00 is payable upon application.
- Schedule an inspection of the final project with a City Building and Zoning Officer, 301-759-6455 or 301-759-6445.

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