



City of Cumberland

Department of Community Development ▪ 57 N. Liberty Street ▪ Cumberland, MD 21502 ▪ www.cumberlandmd.gov
301-722-2000, ext. 5600 ▪ Fax 301-759-6432 ▪ complaints@cumberlandmd.gov

OP # _____

OCCUPANCY PERMIT APPLICATION – Commercial

Including Child Daycare Home/Center

Project Location _____ Tax ID # _____ - _____

This # is found on your deed or by visiting www.dat.state.md.us / Property Search
If several property ID #s are involved please reference all accounts.

BUSINESS NAME _____

APPLICANT: Name _____ Phone _____

Address _____ Fax _____

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
 - Window and Floor 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
- 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)*
 - If this is a restaurant, please review City Code, Sec. 24-176. - Grease, oil and sand interceptors.
- Complete** a Sign Permit application if applicable *(\$15 fee plus .50/SF)*
- Pay** a non-refundable Commercial Occupancy Permit Filing Fee of **\$30.00** upon application.
- Schedule** an inspection of the final project with a City Code Compliance Officer, 301-759-6455 or 301-759-6659.

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.

Applicant's Signature: _____ Date: _____