



City of Cumberland

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

BP # _____

COMMERCIAL CONSTRUCTION PERMIT APPLICATION

Project Location _____ Tax ID # _____ - _____
Visit www.dat.state.md.us / Real Property / Real Property Search.

Applicant _____ Phone _____

Address _____

Fax _____ Email _____

Contractor Name _____ Phone _____

Address _____

Contractor's MD License Number _____ Email _____

Contact Name _____ Phone _____

Description of Work Summarized _____

Estimated Cost of the project \$ _____

Attach names, addresses, and licenses number of building contractor and subcontractors. Electrical and Plumbing Permits must be signed by a MMEL or MMPL (Maryland Licensed Master Electrician or Plumber)

Attach three (3)* complete sets of the site plans drawn to scale and signed and sealed by a Maryland licensed professional, engineer or surveyor.

Attach three (3)* complete sets of construction plans drawn to scale, signed, and sealed by a state of Maryland licensed engineer and/or architect and include the following:

- Statement of applicable codes used by designer as referenced standards. All Maryland Building Performance Standards apply.
- Occupancy Classification per current IBC
- Construction Classification per current IBC
- Handicap details
- Fire protection
- Design Load Certification (*applies to new construction or additions*)
- Typical cross section detailing construction from footing to roof line** (*applies to new construction and additions*)
- Elevation – 4 sides (*applies to new construction or additions*)
- Detailed floor plans with all distances
- Window and door sizes (*window/door schedules are required for new construction or when window/door size changes*)
- Total square footage per level and gross footage
- Electrical and plumbing schematic

Provide Storm Water Management Review for any development over 5,000 SF, as per City Ordinance 3661 (City Code, Chapter 8, Article III) Contact City Engineering Division, 301-759-6503.

Provide Soil Erosion & Sediment Control Plan Approval per Soil Conservation District, 240-609-3493, if applicable.

- **Complete Plumbing, Electrical and/or Utility Permit applications**, when applicable (*PP/EC no fee, UT fees apply*)
 - If this is a Restaurant please review City Code, Sec. 24-176. - Grease, oil and sand interceptors.
- **A \$30.00 Commercial Construction Permit filing fee, plus an estimated construction cost per thousand**, is payable upon application and non-refundable. (Calculate by rounding to the nearest thousand.)
 - 0 - \$100,000,000 = \$6.00 per thousand
 - 100,000,001 - \$200,000,000 = \$3.00 per thousand
 - \$200,000,001 or greater = \$2.39 per thousand
- **If New Residential Construction - \$50/unit Home Guaranty Fund** collection is required by the State of Maryland.

A final walk through is required after all construction work is completed and the property is in move-in condition. A 24-48 hour notice is required for scheduling this appointment with Dept. of Community Development.

- Schedule a final inspection of the project with a City Code Compliance Officer, 301-722-2000, Extension 5600.

Do not begin work until an approval is received from the City of Cumberland.

A signed and "approved" stamped permit form is required for application to be considered complete.
This will be sent to you upon approval of the department manager or designated representative.

Please note that issuance of a building permit is subject to appeal within 30 days from date of posting of the building permit on the property. An appeal could result in the rescission of the building permit. Any construction work undertaken by the applicant or his/her designee within the appeal period or prior to resolution of any appeal that may be filed within the appeal period is undertaken at the sole risk of the applicant.

Applicant's signature: _____ Date: _____

To apply online go to citizenserve.com/Cumberland

* In some cases four (4) copies of both the Site Plan and the Construction Plan may be needed for review.

** #40 psf. Live Load (#57 psf. round snow load) No reductions for duration/slope/exposures Wind – C