



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

MP # _____

MISCELLANEOUS BUILDING PERMIT APPLICATION

Including, but not limited: Fence, Deck, Pool, Porch, Patio, Sidewalk, Porch Roof, Shed, Carport, Detached Garage, Gazebo, Driveway, Satellite Dish/Antenna, Minor Grading (<600 SF of disturbance and/or no excess slope), Curb Cut, Canopy, Work in Public Right-of-Way, Retaining Walls.

Project Location _____ **Property ID #** ____ - _____
found on deed or view: www.dat.state.md.us, Real Property Search

APPLICANT _____ Phone _____

Address _____

CONTRACTOR _____ Contact Name _____

Address _____ Phone _____

Contractor's MD License Number _____ Email _____

Estimated Cost of the project \$ _____ **Description of Work** _____

- Attach a Site Plan with scaled legend and notation on drawing showing the following:** *(sample drawings are available)*
 - Lot Size.**
 - Building Footprint** showing outside dimensions.
 - Setback, Side Yard, Rear Yard Measurements** from property line to proposed structure/construction.
 - Street location(s)**, including **street address**.
- Attach a Scaled Plan Detailed Drawing** showing all the following if applicable: *(sample available)*
 - Dimensions**– Width, Depth, Linear Feet and Height.
 - Specifications** Outlining Building Materials and Quantities and/or Typical Cross Section from Footing to Roof Line *(this should be representative of all building materials you will be using)*.
 - Footing Size.**
- Attach the Encroachment Agreement** if applicable.
- Complete Plumbing and/or Electrical Permit applications**, when applicable. *(no fee)*
- Complete the City's 4 page Inspection Checklist** for permits subject to the Building Codes permit process
- Apply for a Certificate of Appropriateness**, subject to Historic Preservation Commission approval, if the property is located in a designated Historic district and Historic guidelines are applicable. *(\$30 fee)*
- A non-refundable **Miscellaneous Building Permit Filing Fee of \$15.00** is payable upon application.
*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.*
- Schedule an inspection** of the final project with a City Code Compliance Officer, 301-759-6455 or 301-759-6659.
- Please read reverse side for Important information →**

Do not begin work until an approval is received from the City of Cumberland.
A signed and stamped permit form is required for application to be considered complete.
This will be sent to you upon approval by 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 Signature: _____ Date: _____

To apply online go to citizenserve.com/Cumberland

Important:

- **Excavation** - Prior to excavation, the property owner should contact all utility companies for locations of utilities.
- **Fence** – Property owner is responsible for insuring that the installation of the fence is within their property boundaries.
- **Footer** – Please contact the Dept. of Community Development 24-48 hours prior to pouring the footer to schedule an inspection.
- **Pool** – When discharging water, applicant must be sure that discharge runs into the public right-of-way. Permit is subject to Allegheny Power/First Energy Corp’s approval.

Contacts You May Need:

- **Community Dev. Dept.**
301-722-2000, ext. 5600
 - Plumbing Permit
 - Electric Permit
 - Utility Permit
 - Permits (other)
- **City Water Distribution**
301-759-6625
- **City Engineering**
301-759-6600
- **City Streets**
301-759-6620
- **City Tax & Utility**
301-759-6409
- **City Sewer**
301-759-6625
- **Fire Marshal**
301-759-6484
- **Allegheny Co. Health Dept.**
301-759-5000
- **Potomac Edison**
1-800-686-0011
- **Columbia Gas**
1-888-460-4332
- **3rd Party Inspection**
(Only local one known to City)
MEGCO Inspections 304-788-9101