



# City of Cumberland

Department of Community Development • 57 N. Liberty Street • Cumberland, MD 21502 • [www.cumberlandmd.gov](http://www.cumberlandmd.gov)  
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RB # _____
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## RESIDENTIAL CONSTRUCTION PERMIT APPLICATION

- New**    **Addition**    **Alterations**

*YOU MUST ANSWER TO ALL THAT APPLY TO YOUR PROJECT FOR APPLICATION TO BE CONSIDERED COMPLETE.*

- Project Location** \_\_\_\_\_ Tax ID # \_\_\_\_ - \_\_\_\_\_

The Tax ID # can be found on your deed or by visiting [www.dat.state.md.us](http://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.

- Owner/Applicant Name** \_\_\_\_\_ Daytime Phone \_\_\_\_\_

Address \_\_\_\_\_

Fax \_\_\_\_\_ Email \_\_\_\_\_

- Contractor Name** \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Contractor's License Number \_\_\_\_\_ Email \_\_\_\_\_

- Attach names, addresses, and licenses number of building contractor and subcontractors.** (Electrical and Plumbing Permits must be signed by a Maryland Licensed Master Electrician or Plumber, although; a property owner may sign in place of the Licensed Maryland Master when he/she is doing the work and he/she is residing within the residential dwelling unit in which the work is being conducted.)

- Contact Name** \_\_\_\_\_ Phone \_\_\_\_\_

- How do you want notified of decision?    US Mail    Fax    Email Address \_\_\_\_\_

- Description of Work** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

- Estimated Cost** of the project \$ \_\_\_\_\_

- Attach three (3)\* complete sets of the residential site plan** drawn to scale with scale legend and including:

- Lot size
- Front/side/rear yard setback measurements (from property line to proposed construction)
- Footprints of all buildings with dimensions
- Off-street parking
- Existing contours and elevations
- Proposed finished grade relative to street elevation and adjacent properties

- Attach two (2) complete set of construction plans** drawn to scale, with scale legend and including:

- Elevation - 4 sides
- Typical Cross Section including:
  - Footing information (width and thickness)
  - Column and /or pier footing sizes
  - Chimney footing sizes/fireplace and chimney details
  - Foundation walls, foundation damp-proofing, foundation drainage
  - Concrete slab
  - Protection against decay

- Termite protection
  - Crawl space ventilation
  - Floor construction
  - Wall construction/header construction
  - Exterior wall covering
  - Roof/ceiling construction
  - Insulation
  - Electrical/plumbing schematics
  - Scaled Plan Details:
    - Room sizes
    - Window types, size and manufacturer
    - Exits, doors, and hallways
    - Landings
    - Stairways (width, read depth, riser heights, and head room)
    - Ceiling height
    - Attic access
    - Smoke detector locations/details
  - Additions - show how the new addition connects/affects existing structure.
  - Alterations - show existing floor plan and how it will be altered (room sizes need to be included).
  - Bathrooms - show window/mechanical ventilation.
  - Attached garages -
    - Fire Wall separation details
    - Door into dwelling (step height and door assembly)
    - Floor material
  - Provide Soil Erosion and Sediment Control Plan/Drywell Design Approval** as per Soil Conservation District - 301-777-1747.
  - Complete Plumbing and/or Electrical Permit applications.** (*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 Permit** if property is located in a designated Historic District subject to Historic Guidelines review? (*\$30 fee*)
  - A non-refundable **Residential Construction Permit filing fee of \$25.00** and an additional **\$4.00 per thousand** of the estimate cost of the work (calculate by rounding up or down to nearest thousand) is payable at time of 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 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 and 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: \_\_\_\_\_