



City of Cumberland

Department of Community Development • 57 N. Liberty Street • Cumberland, MD 21502 • www.cumberlandmd.gov
301-759-6442 • Fax 301-759-6432 • debbie.helmstetter@cumberlandmd.gov

MB # _____

SIGN PERMIT APPLICATION

- 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.
- OWNER/APPLICANT: Name _____ Phone _____
Address _____ Email _____
- CONTRACTOR: Name _____ Phone _____
Address _____ Email _____
Contractor's MD License Number _____ Fax _____
- Description of Project _____

- Estimated Cost of the project \$ _____ Total Square Footage of Sign(s) _____
- Attach a Scaled Drawing of Proposed Sign with scale legend and showing all the following: *(sample available)*
 - Type of Sign(s) - Flush Mounted, Free-Standing, Illuminated, Non-illuminated, etc.
 - Dimensions Materials Color Scheme
- Attach a Scaled Facade Drawing including a scale legend and showing: *(sample available)*
 - Location of Proposed Sign(s) Indicate Existing Signs with Sizes
 - Width, Depth, and Height of Structure
- Attach a Scaled Site Plan if applicable.
- Attach Electrical Information if applicable.
- Complete Electrical Permit applications, when applicable. *(no fee)*
- Complete an Affidavit Form for Electronic Changeable Copy Sign, if applicable.
- Complete the City's 4 page Inspection Checklist for permits subject to the Building Codes permit process
- File an Occupancy Permit with the City for the business(es), if applicable.
- 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/Sign Permit Filing Fee of \$15.00 plus .50/square foot of sign area (rounded off to nearest whole number) 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 and stamped 'approved' 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 _____