



OCCUPANCY PERMIT (Residential) APPLICATION

New Occupancy Conversion to: increase decrease number of units

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.

APPLICANT/CONTACT: Name _____ Phone _____

Address _____ Fax _____

Previous Approved Use of Building/Space/Lot (if conversion) _____

Proposed Use _____

Attach a Scaled Floor Plan with scale legend (sample available)

- All Room Sizes
 - Label Previous and Proposed room Used
 - Window and Floor Locations and Sizes (clear opening)
 - Distances to Main Exit Area
 - Outside Dimensions of Structure
 - Number of Stories
 - Existing Handicap Accommodations
- Also label if you have:*
- Exit Signs
 - 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 Building Permit application if any construction will take place on the property. (\$30 fee plus \$6/thousand)*

Complete Plumbing and/or Electrical Permit application(s) if applicable. (no fee)

A non-refundable Residential Occupancy Permit Filing Fee of \$15.00 is payable upon application.

A final walk through is required after all construction work is completed and the residence(s) is(are) 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, 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: _____