

General Building Code Information

Snow Load: 40 lb/sf

Frost Line: 36" below finished grade

General Information Required

Name: _____

Owner: _____

Estimated Value: \$ _____

Tax Account Information:

Map#: _____ Quad: _____ Parcel#: _____

Lot#s: _____ Deed#: _____

Lot or Parcel Dimensions/Lot Size: _____

From whom did you purchase the property, date? _____

Has this lot been recently created? yes no

Project Dimensions: _____

Estimated Value: \$ _____

Contractor _____ Lic# _____

Electrician _____ Lic# _____

Plumber _____ Lic# _____

Driveway Access State County City Other

Water Source (type of service/name of utility) _____

Sewerage Disposal (type of service/name of utility) _____

Why is a Permit Necessary?

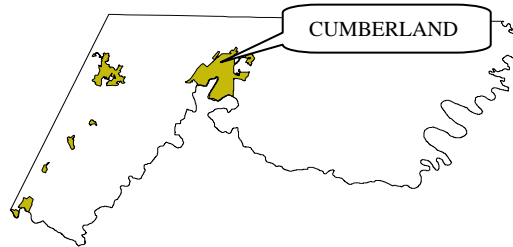
Simply, it's the Law. But a permit is much more than a regulatory procedure, it's a service. Utility service accounts are based on the information provided on application. The application process is a conduit to all agents necessary for the successful accomplishment of your project. The LDS office informs every agency or utility that needs to be involved with your project with one concise application, saving you the effort.



Where to Apply

Land Use and Building Permit Applications are available through the Land Development Services' office, located in the Allegany County Office Complex, Suite 109, 701 Kelly Road Cumberland, Maryland. Applications are accepted Monday through Friday, from 8:00 am to 4:00 p.m. Applicants are encouraged to apply in person.

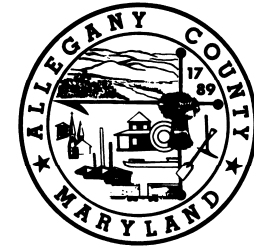
Location Map-Allegany County, MD.



Location Map-Downtown Cumberland



WFORMS/PERMITS/PERMIT BROCHURE_2010.doc rev 8/10 [T7400]



Obtaining Building Permits *in* Allegany County, Maryland

What projects need a Permit?
When are inspections required?
Can I do my own work?
Where to Apply.
How Much Do Permits cost?
How Long Does the Process Take?
Obtaining Forms and Information

Visit the Land Development Services on the Web at:



<http://gov.allconet.org/permits/>



for forms, building permit and code information.



Phone & Fax Numbers



Agency	Phone	Fax#
Land Dev. Services	777-5951	777-5950
AC Health Department	759-5039	777-5583
ACDPW County Roads	777-5955	777-1439
ACDPW Public Utilities	777-5942	777-2001
Soil Conservation District	777-1747	777-7632
City of Cumberland DCD	759-5604	722-7841
City of Frostburg DCD	689 6000	689 2840
LaVale Sanitary	729-1638	729-4730
MDOT State Highway	777-2206	777-5822

2010

LAND DEVELOPMENT SERVICES

??? What projects need a Permit?

Generally, new construction that has a footprint larger than 100sf or grading activities involving heavy equipment requires a permit.

Are inspections required?

Projects subject to the *building permit process* will require inspections. Generally, these projects are new dwellings and commercial structures. Additions and accessory structures to existing structures >600sf will require inspections.

Can I do my own work?

Homeowners building or improving their own residence or accessory structures can do the construction or repair work themselves. Generally, any third party doing work for compensation must have a license.

Do prefab structures require permits?

Yes, **if** the structure is 100sf or greater in floor area. This includes mobile homes, sheds, pools etc. Structures <100sf do not require permits but must comply with the Zoning Regulations.

Does renovation work require permits?

Generally, renovation work does not require a permit from the LDS office.

When should an Application be made?

Residential permits are targeted for issuance within seven (7) days. If you have a project in mind and are not sure if a permit is required, please feel free to contact the LDS office.

Permit Expiration

Any permit application not approved within one year after submittal will expire.

For an approved permit, construction must begin within one (1) year and be completed within one (1) year after start date. Once construction starts, an extension may be granted by the LDS Division Chief. Should a permit be subject to an appeal or to litigation following issuance, the time period for start of construction does not begin until the appeal or litigation is decided.

Permits for uses or occupancy other than building construction are good for an indefinite period. Any conditions attached to the permit apply to subsequent owners.

Fees

Fees for permit applications help offset administrative cost. Fees must be paid in full prior to distribution. Fees are collected by the County's Tax and Utilities Office, located on the second floor of the County Office Complex. Checks are to be made payable to the Allegany County Commissioners. **Average** permit fees for dwellings is \$550.00. The **average** permit fee for mobile homes is \$325.00.

After Application

Upon submission of a complete application and payment of applicable fees, a processed application will be distributed to the appropriate reviewing agents. It is necessary for the Applicant to make direct contact with some of these agents. The LDS office will provide a *Review Checklist* upon application.

After the applicant has addressed all requirements, and approvals are received at the LDS office, a Permit will be issued. Unless otherwise instructed, issued permits will be forwarded to the applicant by way of US Mail. A *Permit Issued* placard will be included with the issued permit to be displayed at the project site.

Canceling an Application

If an applicant decides to cancel an application, it is his responsibility to notify the Land Development Services' office in writing. An Applicant **may** be eligible for a **partial** refund on cancelled and denied permits.

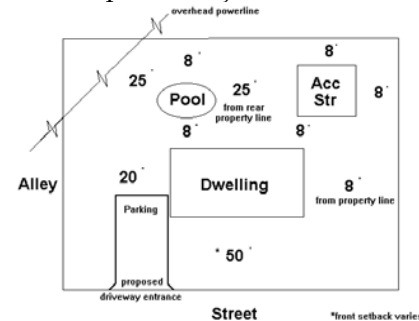
Jurisdiction

The County's Zoning Ordinance is enforced within the unincorporated areas of Allegany County. For projects planned within incorporated areas (i.e. Cumberland, Frostburg), an applicant must contact that local government's development office.

Submitting a Site Plan

At a minimum, a minor site plan will be required for the review of your project. On 8½" x 11" white bond or graph paper, include the following information to scale.

- Title
- Property lines
- Lot Size(acres/square feet)
- Streams/Drainways
- Shade Steep Slopes (> 25%)
- Streets/ Alleys/Right of Ways
- Power/Phone/Gas Lines
- Applicant's Signature
- Owner's Signature
- North Arrow and approximate scale
- Proposed Project and other structures



Sample - Site Plan

Subdivision Plats

The creation of one lot warrants the need for a subdivision plat. Generally, lots created after March 3, 1972, are subject to the subdivision plat regulations and process. Plats are prepared by professional surveyors in accordance with County and State Law, and approved by the necessary authorities. Lots created prior to March 3, 1972, may be classed as a *Lot(s) of Record*. Generally, these lots need no further survey work for a permit.