

General Building Code Information

Note: All work is subject to the Building Code

Note: Certain work is not subject to building code inspection(s) or *construction drawings*.

(IRC) 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)

Visit the Land Development Services on the Web at:

 <http://gov.allconet.org/227/Land-Development-Services> 

for forms, building permit and code information.



Phone Numbers



Agency	Phone
Land Development Services	301-777-5951
AC Health Department	301-759-5039
ACDPW County Roads Division	301-777-5955
ACDPW Public Utilities Division	301-777-5942
Allegheny Soil Conservation District	240-609-3500
City of Cumberland DCD	301-759-5604
City of Frostburg DCD	301-689-6000
LaVale Sanitary Commission	301-729-1638
MDOT State Highway Administration	301-729-8465

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 agents necessary for the successful accomplishment of your project: These agents are informed of your project with one concise application summary.

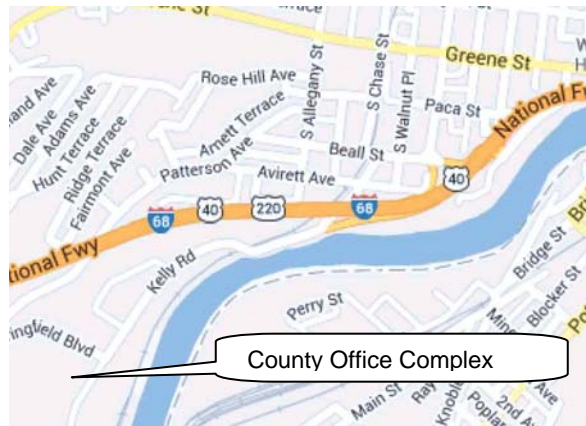


Where to Apply

Land Use and Building Permit Applications are available through the Land Development Services' office, located in the Allegheny 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.



Location Map - Cumberland, MD.



Location Map - Downtown Cumberland



Obtaining Land Use Permits *in* Allegheny 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

2020

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 and building regulations.

Does renovation work require permits?

Generally, renovation work does not require a permit from the LDS office but shall conform to all applicable *Codes*.

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.