

CITY OF CAMBRIDGE

BUSINESS DEVELOPMENT GUIDE

This information is to guide entrepreneurs or existing businesses through the process when considering a business 'start up' or expansion that involves new construction or the renovation of a current structure within the City of Cambridge. To assist you in this process, consider asking some of these key questions below of the local agency contacts listed.

Consult Economic Development – questions to ask

1. Is a Business Plan needed?
2. Is a Realtor needed?
3. Is a Business License required?
4. Should the Business be incorporated, LLC or Corporation?
5. What are the benefits of being in certain districts?
 - Main Street
 - A&E District
 - Enterprise Zone
 - Priority Funding Area (PFA)
 - Heritage Area Target Investment Zone (TIZ)
 - Historic District
 - HUB Zone

Contact: Economic Development Department

Brandon Hesson 410-222-6074, bhesson@chooscambridge.com

Consult Planning and Zoning Division – questions to ask

1. Is the property zoned appropriately for the type of business desired at a particular site?
2. Are there any Variances or Special Exceptions required for the type of business?
3. Is the property located within the Cambridge Historic District?
 - *If so, a Certificate of Appropriateness may be required to be issued by the HPC for certain exterior renovations, repairs, and/or improvements.*
4. Does the proposed use require approval from the Planning and Zoning Commission and/or the Board of Zoning Appeals and/or the Cambridge Historic Preservation Commission?

Contact: Planning Division

Patricia Escher 410-228-1955, pescher@chooscambridge.com

Consult the Engineering Division – questions to ask

1. Are City water and sewer services available to the proposed site?
2. Does the type of development require Storm Water Management, Forest Conservation, or other site development approvals?
 - *Other issues such as traffic flow and impact studies and/or other environmental concerns may need to be addressed or required.*

Contact: City Engineer

George Hyde 410-228-1955, ghyde@chooscambridge.com

Consult the Municipal Utilities Commission [MUC] –questions to ask

1. When building a new facility, inquire about water service availability and charges.
2. What are the water rates?
3. This department can answer questions regarding the water quality

Contact: Assistant Manager

Jane Dorman 410-228-5440, jdorman@chooscambridge.com

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Consult the Building Division – *questions to ask*

1. What City Permits are required?
 - Building
 - Plumbing - may need to install a 'back flow preventer' - determined during review process
 - Electrical
 - Mechanical (HVACR)
 - Signage
2. Is the use commercial or residential in nature?

If the use is commercial or multi unit residential (apartments, townhomes over 3 stories, or condos) all construction documents (plans), for construction and/or renovation(s), for a permit must be prepared and signed by a registered and licensed Maryland design professional (architect or engineer).

➤ If the use is commercial or multi unit residential, plans must be submitted to:

 - a. Office of the State Fire Marshal
 - b. Dorchester County Health Department
 - c. Cambridge Building Safety Services Division, who will forward a copy of the plans to:
 - City ADA Official
 - Rescue Fire Company's Chief
3. What additional fees might apply for your project?
4. What Inspections are necessary before obtaining a Certificate of Occupancy?
 - a. City Building/ADA/Rescue Fire Department
 - b. State Fire Marshal
 - c. Dorchester County Health Department (when applicable)
 - d. Electrical (currently third party inspections)

Contact: Building Safety Services Division

Oden Wheeler 410-228-1955, owheeler@chooscambridge.com

Contact: Permits

Beth Todd 410-228-1955, btodd@chooscambridge.com

Consult state and county agencies ~

Dorchester (Liquor) Board of License Commissioners – *questions to ask*

1. Does business require a liquor license and what type?
2. What are the residency requirements?

Contact: Liquor Inspector

James Lurz 410-901-1076

Office of the State Fire Marshal

Contact: Ken Bush 410-713-3780 (Tuesdays & Thursdays)

Dorchester County Health Department

Contact: Environmental Health Division 410-228-1167

IMPORTANT

Occupancy of a building must not occur until a final inspection has been conducted by all applicable above agencies and a 'Certificate of Occupancy' has been issued by the Cambridge Department of Public Works, Building Safety Services Division.