



## City of Annapolis

### Department of Neighborhood & Environmental Programs

145 Gorman Street Fl 3  
Annapolis, MD 21401-2529

[DNEP@annapolis.gov](mailto:DNEP@annapolis.gov) • 410-260-2200 • Fax 410-263-9158 • TDD use MD Relay or 711 • [www.annapolis.gov](http://www.annapolis.gov)

## Short-Term Rental Unit Operating License Application

### As per City of Annapolis Charter and Code

#### Chapter 17.44 Rental Unit and Rooming House Licenses

**17.44.010 Required.** A. No person shall let for occupancy or use any vacant single rental dwelling unit, multiple dwelling, bed and breakfast home, roominghouse, or bargehouse without a current operating license issued by the Department of Neighborhood and Environmental Programs, after the application for the license has been approved by the Department of Neighborhood and Environmental Programs, with the concurrence of the Director of Planning and Zoning, and the Fire Chief and the County Health Officer, for the specific named unit, multiple dwelling, bed and breakfast home, roominghouse, or bargehouse.

**17.44.010 B.** Short-Term Rentals. The requirements of this Chapter shall apply to all owners or tenants of rental dwelling units as defined in 17.40.110 of the 2010 edition of the Code of the City of Annapolis who enter into agreements, written or oral, for their rental for up to six months in any calendar year. For short-term rentals, the tenant will occupy the entire dwelling unit without the necessity of a written sublease. The fee for a short-term rental license shall be set by resolution of the City Council.

**17.44.010.B.** (1) The owners of all such rental dwelling units who enter into any such rental agreements shall permit the Department of Neighborhood and Environmental Programs to enter each such rental dwelling unit for the purpose of making inspections necessary to ensure compliance with Chapter 17.40 and this Chapter. No short-term rental operating license shall be issued or continued without an inspection of all rooms and a determination of compliance with Chapter 17.40 and this Chapter.

**17.44.010.B.** (2) During a short-term tenant occupancy, the owner of the short-term dwelling unit shall: (i) not allow in excess of two individuals per bedroom, excluding small children and post a notice on the back of the main entrance door to this effect: (ii) keep a reservation log to include the owner(s) and primary guest(s) names(s), address(es) and phone numbers(s); and (iii) install interconnected smoke alarms with a detection unit on each level of the dwelling unit in addition to battery-operated smoke detectors in each bedroom as the 2010 edition of the Code of the City of Annapolis requires. Short-term rental licensees have six months from the date of the Ordinance's adoption to comply with its provisions. Failure of the owner to comply with this Ordinance shall constitute a municipal infraction which shall subject the owner to a fine set by the City Council and shall subject the owner to loss of the rental license.

(3) The provisions of this section shall not apply to owners of short-term rentals that rent their dwelling units exclusively in connection with annual U.S. Naval Academy graduation ceremonies and activities or with activities associated with the annual power boat and sailboat shows in the City.

C. When an operating license is suspended or revoked or and application for renewal is denied, it shall be unlawful for any person to let for occupancy or use any dwelling unit or bargehouse then vacant or becoming vacant until a license has been reissued or revalidated.

**17.44.040 Short-Term Rental unit license.** The operating license fee shall be as established by resolution of the City Council annually per dwelling or rooming unit, which is payable in advance of issuance of the license or renewal. Any person who fails to obtain an operating license is guilty of a municipal infraction and is subject to a fine as established by resolution of the City Council per unit per day after the initial fifteen calendar day notification period. (Ord. O-5-04 § 1 (part), 2004; Ord. O-16-99 § 1 (part); Ord. O-54-94 § 1; Ord. O-26-91 § 1 (part); Ord. O-42-87 § 1; Ord. O-32-85 § 1; prior code § 12-16(f))

**Smoke detectors must be installed within fifteen (15) days from receipt of this notice.  
You will receive notice of your annual inspection to determine if this compliance has been reached.**

[17.40.440 E](#). Power Source. Smoke alarms shall primarily operate on an AC electric power supply. Each smoke alarm shall be wired into the circuit serving the area in which it is located. No smoke alarm, shall be connected directly (permanently wired) to the electrical system of the structure unless an electrical permit first has been obtained.

\*\*\* Must have smoke alarms installed on each ceiling or wall outside of each separate sleeping area in the immediate vicinity of bedrooms, in each sleeping room, and each story of the dwelling unit. (International Property Maintenance Code 704.2)\*\*\*



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Zoning status \_\_\_\_\_  
Approved for zone \_\_\_\_\_  
Date approved \_\_\_\_\_  
Rental License # \_\_\_\_\_  
Rental District      1 2 3 4

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### Short-Term Rental Unit Operating License Application

A fee of \$200.00 per dwelling unit must accompany this application. License application and rental operating license are non-transferable.

Rental address \_\_\_\_\_ Rental Property Tax ID \_\_\_\_\_

Property owner \_\_\_\_\_ Email address \_\_\_\_\_

Owner address \_\_\_\_\_

Phones Day \_\_\_\_\_ Cell \_\_\_\_\_ Fax \_\_\_\_\_

Authorized agent \* \_\_\_\_\_ Email address \_\_\_\_\_

Resident agent \_\_\_\_\_ Email address \_\_\_\_\_

\* The authorized agent will be the person we contact regarding inspections, renewals, complaints and any violations.

Agent address \_\_\_\_\_

Phones Day \_\_\_\_\_ Cell \_\_\_\_\_ Fax \_\_\_\_\_

Please describe the property for which this rental license is requested. *Check one only.*

Single-family dwelling - a building containing one dwelling unit.

Two-family dwelling - a building containing two dwelling units.

Multi-family dwelling - a building, or portion of a building, containing three or more dwelling units.

Total number of dwelling units in the entire building \_\_\_\_\_ Number units requested on this application \_\_\_\_\_

If single or two family dwelling, total number of bedrooms in each unit \_\_\_\_\_

Is the building owner occupied?       Yes       No

Does the unit have AC electric power supplies smoke alarms as per City Code [Section 17.40.440](#)?       Yes       No

The applicant hereby certifies and agrees as follows: (1) That they are the owner or the duly authorized agent of the owner to make this application; (2) That they have read all of the information above set forth and that same is correct; (3) That the license, if issued, may be declared void should said information be false; (4) That they will comply with the ICC Code and the Charter and Code of the City of Annapolis, which are applicable hereto; (5) That they agree to inspections by the Department of Neighborhood & Environmental Programs, Fire Department, and Planning and Zoning to determine if the property is in compliance with the provisions of the ICC Code and the Charter and Code of the City of Annapolis; (6) That they will notify the Department of Neighborhood & Environmental Programs within 24 hours if there is a change of ownership or in the agents who are listed above.

Applicant signature \_\_\_\_\_ Date \_\_\_\_\_

**In an effort to go green, check here if you would like to receive your license via email.** The inspection, renewals and any violations will be sent by standard mail.

## City of Annapolis Checklist

### MARYLAND DEPARTMENT OF ENVIRONMENT (MDE) STATE LEAD LAW COMPLIANCE

All owners of residential rental properties in Maryland constructed prior to 1978 ("Affected Properties") must comply with the State's lead laws (Title 6, Subtitle 8 of the Environment Article). Compliance includes annual registration with MDE, distribution of educational materials, and obtaining an MDE Lead Inspection Certificate to verify that the property meets the required risk reduction standard if 1) the property is built prior to 1950 or 2) the property is built between 1950 and 1978 with change of occupancy after January 1, 2015. You must supply the information on this checklist before your properties may be registered or renewed for renting or leasing. If you have any questions regarding your compliance with Maryland lead laws, contact MDE at 410-537-4199 or visit [www.mde.state.md.us](http://www.mde.state.md.us).

**\* Complete for each separate dwelling unit or submit spreadsheet or other list detailing cert. numbers for multiple dwelling units.**

1. Is the residential property an "affected property" i.e., residential rental property built before 1978?  Yes  No

2. Property owner \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_

3. Property address \_\_\_\_\_

City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_

4. If the answer to #1 above is "No", give reason (e.g. post 1949, rent for less than 3 months at a time, Lead free). If the residence is certified "lead free", please provide a copy of your certificate.

**If answer to #1 is "NO," proceed to line 10.**

5. If "Yes" to #1 above, has the property been registered with The Maryland Department of the Environment ("MDE")?  Yes  No

6. If "Yes" to #1 above, is the property registration renewal current for this year?  Yes  No

7. Provide the tracking number (formerly the owner registration number) \_\_\_\_\_

8. When did the current tenant(s) move in? \_\_\_\_\_

9. If applicable, provide the Lead Inspection Certificate Number for the current tenancy as required under §6-815(c), 6-817(b) or 6-819(e) of the Environment Article. \_\_\_\_\_

Copy of Certificate attached  Yes  No

10. I hereby certify under the penalties of perjury that the above information is true and accurate.

Print name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_