



City of Annapolis
Department of Planning and Zoning
 145 Gorman Street Fl 3
 Annapolis, MD 21401-2529

FOR CITY USE ONLY				
Zoning	_____			
Approved by	_____			
Date approved	_____			
Rental License #	_____			
Rental District	1	2	3	4

Permitting@annapolis.gov • 410-260-2200 • Fax 410-263-9158 • TDD use MD Relay or 711 • www.annapolis.gov

Rental Operating License Application

A property owner must obtain a license prior to operating a rental facility within the City of Annapolis. License application and rental operating license are non-transferable. Application must include fee of \$100.00 per unit. **Property must be inspected for compliance of the City's Code and International Property Maintenance Code before the license will be issued.**

Rental Property Address _____ Unit # _____

Property Tax ID # _____ Complex/Hotel Name _____

Property Owner Information			Property Management or Authorized Agent* Information		
Name _____			Name _____		
Company _____			Company _____		
Address _____			Address _____		
City _____ State _____ Zip _____			City _____ State _____ Zip _____		
Day phone _____ Cell _____			Day phone _____ Cell _____		
E-mail _____			E-mail _____		

* The Property Management or authorized agent will be the person that we contact regarding renewals, inspections, complaints and any violations.

Description of Property (Please check only one)

Single Family Dwelling	Two Family Dwelling	Multi Family Dwelling	Apartment Hotel	Hotel
Total number of dwelling units in the entire building _____		Number of units requested on this application _____		
Is the building owner occupied?	Yes	No	Year Built _____	

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

Maryland Lead Certification Requirements

All owners of residential rental properties in Maryland constructed prior to 1978 must comply with the State's lead law (Title 6, Subtitle 8 of the Environmental Article). **Properties built prior to 1950 must provide a copy of the Maryland Department of the Environment (MDE) lead certificate. Properties built between 1950 and 1978 must provide a copy of MDE lead certificate, if new tenant as of January 1, 2015.** We cannot process your application until this section is completed and lead requirements are met. If you have questions call MDE at 410-537-4199.

MDE Tracking Number _____ Lead Certificate Number _____
 Tenant Move in Date _____ Copy of Certificate Included) Yes No

Required Customer Information Booklet

Owner is required to provide the Customer Information Booklet for Rental Operating License and Property Maintenance prepared by the Department of Planning and Zoning to new tenants. (City Code [Section 18.04](#)) Copies are available on our website www.annapolis.gov or by visiting our office.

Owner/Agent Certification

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

Applicant Signature _____ Date _____

Fee Submitted \$ _____. Checks made payable to *City of Annapolis* and mailed to the address above.