



## City of Annapolis

### Department of Neighborhood & Environmental Programs

160 Duke of Gloucester Street  
Annapolis, MD 21401-2517

[DNEP@annapolis.gov](mailto:DNEP@annapolis.gov) • 410-263-7946 • Fax 410-263-9158 • [www.annapolis.gov](http://www.annapolis.gov)  
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## Bed & Breakfast Operating License

### Instructions

The purpose of a Bed & Breakfast license is to assure compliance with health, safety and zoning requirements as outlined in the Annapolis City Code.

#### Authority

City of Annapolis Code and Charter, Chapter 21.64.110, 21.66.130 and Chapters 17.40 and 17.44.

#### City Code provisions

1. "Bed & Breakfast Home" means a single-family, owner-occupied detached dwelling which provides only transient lodging in not more than five rooms with a maximum stay of fourteen consecutive nights. A Bed & Breakfast home may provide no food or beverage service for the transient guests other than breakfast provided in the areas of the dwelling commonly used by the resident family for the consumption of food.
2. Bed & Breakfast homes holding a valid, current license issued by the City pursuant to Chapter 17.44 as of June 20, 1994 are not subject to the locational limitations found in Section 21.50.025 and Section 21.51.050.
3. The individual recorded owner of the property shall be the operator of the Bed & Breakfast and reside on the premises. No resident managers shall be allowed to operate a Bed & Breakfast.
4. The number of guests cannot exceed the maximum allowed by the Life Safety Code.
5. There shall be only one kitchen within the entire dwelling unit. No cooking facilities shall be permitted in guest rooms.
6. Bed & Breakfast homes shall not have a "separate" apartment within the entire dwelling or on the subject property such as a carriage house, garage, etc.
7. Bed & Breakfast homes shall have "interior" stairs to serve all habitable living spaces within the entire dwelling including basements and attics, with the exception of any Bed & Breakfast homes holding a valid, current license issued by the City pursuant to Chapter 17.44 as of June 20, 1994.
8. Bed & Breakfast homes without off-street parking are required to purchase City Garage parking passes which are to be offered to each guest upon registration.
9. A rental license shall be obtained from the Department of Neighborhood & Environmental Programs.
10. The resident owner shall keep a current guest register including names, addresses and dates of occupancy of all guests available for inspection by the licensing agency.
11. The use shall be subject to all applicable City Code regulations including but not limited to building, fire and health regulations.
12. For each side of a block between two intersecting streets there shall be no more than two Bed & Breakfast homes and not two Bed & Breakfast homes be located on adjacent properties with the exception of Bed & Breakfast homes holding a valid, current license issued by the City pursuant to Chapter 17.44 as of June 20, 1994.
13. No Bed & Breakfast homes shall be located in an attached dwelling with the exception of Bed & Breakfast homes holding a valid, current license issued by the City pursuant to Chapter 17.44 as of June 20, 1994.

14. In the case of license for a Bed & Breakfast holding a valid, current license by the City pursuant to Chapter 17.44 as of June 20, 1994, nothing in these regulations shall preclude the renewal or transfer of that license.
15. The Bed & Breakfast operating license must be renewed every year. Inspections are required every year at least once and also on a complaint basis. A new license will not be issued until inspections are approved and licenses may be suspended or revoked at any time for Code violations.
16. The operating license annual fee is fifty-five dollars (\$55.00) per bedroom rented to transient guests and payable in advance of license issuance.
17. Each license shall be displayed in a conspicuous place.
18. No license is transferable to another person.
19. ALL fees paid are **not** refundable.
20. Floor plan drawings of the structure and a record plat of the property will be required.

### **Steps of the process**

1. Prior to signing a lease or purchasing the property, the applicant contacts the Department of Planning and Zoning to confirm that the proposed Bed & Breakfast is permitted in that location by the City Code.
2. The applicant should contact the Department of Neighborhood and Environmental Programs to request an application, list of regulations and a preliminary inspection.
3. Prior to opening the home, the applicant must review the regulations governing Bed & Breakfast homes, and submit an application, floor plan, fee and recorded record plat to the Department of Neighborhood and Environmental Programs.
4. The Department of Neighborhood and Environmental Programs will conduct inspections throughout the approval and renovation period.

### **Processing time**

Time required for completion of the application for a Bed & Breakfast Operating License varies greatly depending on available inspections times, the physical nature of the building and the needed renovations.

### **Enforcement and appeals**

#### **§17.44**

Failure to obtain the required operating license or violations of the conditions and regulations, can result in the issuance of municipal infractions up to a maximum of \$200 for each offense. Repeat offenders may be assessed a fine of \$400 for each repeat offense. Appeals of municipal infraction citations are taken to Anne Arundel County District Court.

If the issuance of a Bed & Breakfast license is denied by either the Department of Planning and Zoning or the Department of Neighborhood and Environmental Programs, the applicant may appeal the Department of Planning and Zoning decision to the Board of Appeals within 15 days of the decision.

### **Other considerations and requirements**

Additional information on compliance with building and fire code requirements is available through the Department of Neighborhood and Environmental Programs. Health Department approval is required for the food service portion of the use.

Contact: Mr. Bobbie Baker, Housing Inspector (information above)



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### Bed & Breakfast Operating License Application

*City Code and Charter, 21.64.110, 21.66.130 and Chapters 17.40 and 17.44.*

Proposed address \_\_\_\_\_

Complex name (if applicable) \_\_\_\_\_

Applicant \_\_\_\_\_ Phone, day \_\_\_\_\_

Owner's name \_\_\_\_\_

Address \_\_\_\_\_

Number of off-street parking spaces to be provided for transient guests \_\_\_\_\_

Number of bedrooms to be rented for transient guests \_\_\_\_\_

Total number of bedrooms in structure \_\_\_\_\_ How many floors of living space available? \_\_\_\_\_

What is the current use of the structure? \_\_\_\_\_

Check proposed Bed & Breakfast category:

- A. Three (3) or less transient guests
- B. Four to sixteen (4-16) transient guests (note provision 1, maximum of 5 rooms)

I/We have read and understand the City Code provisions of my/our proposed Bed & Breakfast and will comply.

Owner signature \_\_\_\_\_ Date \_\_\_\_\_

Owner signature \_\_\_\_\_ Date \_\_\_\_\_

**FOR CITY USE ONLY**

Tax acct # \_\_\_\_\_ Zoning district \_\_\_\_\_

Pre-approval \_\_\_\_\_ Date \_\_\_\_\_

Fire approval \_\_\_\_\_ Date \_\_\_\_\_

Zoning approval \_\_\_\_\_ Date \_\_\_\_\_