



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 for Hotels – Motels - Inns

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/room. **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 _____ # of Units/Rooms _____

Property Tax ID # _____ Trading As _____

MD Sales and Use Tax Account # _____

Anne Arundel County Hotel Occupancy Tax Account # _____

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)

Hotel Motel Inn

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

Smoke Alarm requirement for hotels, motel, & inns:

Single or multiple-station smoke alarms shall be installed in all of the following locations:

1. In sleeping areas.
2. In every room in the path of the means of egress from the sleeping area to the door leading from the sleeping unit.
3. In each story within the sleeping unit, including basements. For sleeping units with split levels and without an intervening door between the adjacent levels, a smoke alarm installed on the upper level shall suffice for the adjacent lower level provided that the lower level is less than one full story below the upper level.

***** Carbon Monoxide Alarms – The facility engineer should consult with Planning and Zoning staff to verify compliance with the law.**

Hotels – Motels - Inns

Rental Property Address _____ # of Units/Rooms _____

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 should be made payable to *City of Annapolis* and mailed to the address above.