



Rental Operating Licenses

City of Annapolis Rental licenses are issued for:

- 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;
- Dwellings above the ground floor of commercial and maritime uses;
- Dwelling Units – a room rented within a dwelling including efficiency units;
- Bed and Breakfast Homes - Owner occupies home and rents out bedrooms
- Hotels, Motels, and Inns.

There are four types of Rental Operating Licenses (ROL). The requirements are as follows:

Standard ROL

- Fee for Standard Rental Operating License is \$100/unit/year. Licenses are renewed annually.
- Must offer a lease for at least one year.
- Properties built prior to 1978 must provide a copy of the MD Department of the Environment (MDE) lead certificate.
- All rentals are inspected once each year.
- Must have hard-wired 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 (IPMC 704.2).
- The owner of rental property is required to install carbon monoxide alarms in rental dwelling units that rely on the combustion of a fossil fuel for heat, ventilation, hot water or clothes dryer operation. The alarm can be AC powered with battery backup or powered by a tamper resistant, long life battery of not less than 10 years. The alarms shall be installed in the immediate vicinity of each separate sleeping area, and on each level of the unit including the basement.
- New rentals must have GFI's located within 3' of any water source in the bathrooms and kitchen.

Short Term (STR) ROL

- Fee for STR is \$200 per year. Licenses are renewed annually;
- No one lessee may rent for more than 90 consecutive days;
- A short-term rental operating license may be applied for and issued for any premises, except for bed and breakfast homes, hotels, motels, and inns, rented for occupancy or use pursuant to an agreement, written or oral.
- The number of overnight occupants is subject to the limitations specified in chapter 17.40.
- A short-term rental operating license is not required for premises rented exclusively on only those days each year coinciding with annual United States Naval Academy graduation ceremonies and with activities associated with the spring and fall Sailboat and Powerboat shows held in the City of Annapolis; or with any other event as specified by resolution of the City Council; A licensee of a Short-Term Rental must either reside in the City or employ a local property manager who has a primary residence or office at a physical location in the City, and is available by telephone at all times in case of an emergency, safety, public health, or police concern. A licensee must provide the Director with written notice of any change to the name or address of its local property manager no more than five (5) calendar days after any such change.
- Application for STR must be approved by condominium, homeowner's, community, or other similar association having authority over the use of the premises;
- A licensee of a Short-Term Rental must either reside in the City or employ a local property manager who has a primary residence or office at a physical location in the City, and is available by telephone at all times in case of an emergency, safety, public health, or police concern. A licensee must provide the Director with written notice of any change to the name or address of its local property manager no more than five (5) calendar days after any such change.
- Must provide MD Sales & Use Tax Account Number (1-800-638-2937).
- Must provide Anne Arundel County Hotel Occupancy Tax account number if three (3) or more bedrooms (*Obtain from City of Annapolis Finance Office*).

- Must have hard-wired 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 (IPMC 704.2).
- The owner of rental property is required to install carbon monoxide alarms in rental dwelling units that rely on the combustion of a fossil fuel for heat, ventilation, hot water or clothes dryer operation. The alarm can be AC powered with battery backup or powered by a tamper resistant, long life battery of not less than 10 years. The alarms shall be installed in the immediate vicinity of each separate sleeping area, and on each level of the unit including the basement.
- New rentals must have GFI's located within 3' of any water source in the bathrooms and kitchen.
- All rentals are inspected once each year.

Bed and Breakfast ROL

- Fee for Bed and Breakfast Operating License is \$100/unit/year. Licenses are renewed annually.
- All rentals are inspected once each year
- Must have hard-wired 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 (IPMC 704.2).
- The owner of rental property is required to install carbon monoxide alarms in rental dwelling units that rely on the combustion of a fossil fuel for heat, ventilation, hot water or clothes dryer operation. The alarm can be AC powered with battery backup or powered by a tamper resistant, long life battery of not less than 10 years. The alarms shall be installed in the immediate vicinity of each separate sleeping area, and on each level of the unit including the basement.
- New rentals must have GFI's located within 3' of any water source in the bathrooms and kitchen.

Hotels/Motels/Inns ROL

- Must provide MD Sales & Use Tax Account Number.
- Must provide Anne Arundel County Hotel Occupancy Tax account number.
- 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.**

If you have further questions or concerns, contact the Department of Planning and Zoning at 410-260-2200 x7866.