

City of Annapolis



**Customer Information Booklet
for
Rental Operating License
and
Property Maintenance**

City of Annapolis Contact Numbers

This booklet is designed to be helpful to all citizens, whether tenant, homeowner or landlord as an information guide to the Property Maintenance Code of the City of Annapolis.

Boxes □ indicate requirements of the Property Maintenance Code.

This booklet is not intended to have legal status. For precise definitions and descriptions of requirements, see the City Code on the website at www.annapolis.gov.

Please note: The Annapolis City Code online is not official. Official copies of chapters and/or ordinances of the Annapolis City Code may be obtained through the City Clerk's Office.

Property Maintenance

The City's continuing effort to maintain the appearance of neighborhoods is achieved through the Department of Planning and Zoning. The goal of this program is to help preserve property values and housing stock and to help maintain the good appearance of the community.

Through our department neighborhoods are patrolled by property maintenance inspectors in an effort to spot and eliminate code violations. Your cooperation is needed to maintain your property free of defects as noted in this booklet. Please call the Department of Planning and Zoning at 410-260-2200 for any additional information, concerns, or complaints.

- Addresses 410-260-2200
- Bed & Breakfast Info 410-260-2200
- Electrical Permits..... 410-260-2200
- Engineering 410-263-7949
- Fees 410-260-2200
- Fire Marshal 410-260-2200
- Grading..... 410-260-2200
- Grease Traps 410-260-2200
- Handicap Requirements..... 410-260-2200
- Health Department 410-222-7192
- Historic Preservation 410-260-2200
- Inspections 410-260-2200
- Landscaping..... 410-260-2200
- Mechanical Permits..... 410-260-2200
- Obstruction Street/ Sidewalks 410-263-7949
- Permits (General) 410-260-2200
- Petroleum Storage Tanks 410-260-2200
- Planning and Zoning 410-260-2200
- Plumbing /Gas Permits 410-260-2200
- Port Wardens 410-260-2200
- Residential Rental Prop 410-260-2200
- Setback Information 410-260-2200
- Stormwater Management..... 410-260-2200
- Trees 410-260-2200
- Use & Occupancy..... 410-260-2200
- Utilities..... 410-263-7970
- Wastewater Pre-treatment 410-260-2200
- Zoning 410-260-2200

Property Maintenance Inspectors can be reached at 410-260-2200 or email:

Mary Emrick mee@annapolis.gov
 Adam Knight.....ATKnight@annapolis.gov

All electric and plumbing work must be done by contractors holding a valid City of Annapolis license and City permits must be obtained. Applications for permits may be obtained through the Department of Planning and Zoning.



AT A MINIMUM, A PROPERTY OWNER, LANDLORD, OR OWNER-OCCUPANT IS RESPONSIBLE FOR THESE THINGS:

- Obtaining a rental license before renting a property.
- Not renting out housing with code violations.
- Keeping clean the shared or public areas of dwellings with two or more units.
- Eradication of rodents, insects and other pests.
- Providing name, address and telephone number (P.O. box number is not enough) of the owner or his agent.
- Not putting garbage or rubbish in the streets, storm drains or on the property.
- Notifying occupants of exits.
- Not permitting overcrowding.
- Supplying hot and cold water.
- Providing smoke detectors in each room used for sleeping, hallways outside of each sleeping area, and one on each floor.



A TENANT IS SOMEONE WHO RENTS THE PLACE IN WHICH THEY LIVE, WHETHER IT IS AN APARTMENT OR A HOUSE, AND HAS THESE RESPONSIBILITIES:

- Keeping the dwelling unit clean (particularly cleaning floors and walls) and keeping plumbing and HVAC equipment unobstructed.
- Appropriate disposal of garbage and refuse.
- Not committing vandalism and not permitting anyone else to vandalize.
- Keeping exits or stairways clear of furniture, bicycles, or other obstacles.
- Not storing flammable liquids inside.
- Giving the owner access to make repairs at reasonable times.
- Properly using and operating all electrical fixtures, including smoke detectors and plumbing fixtures.

Landlord / Tenant Help Line: 800-487-6007

For Owners

LOOK AT ... THE OUTSIDE STRUCTURE

Is your home

- structurally sound?
- rodent-proof?
- weather-proof?
- well-maintained?



Chimney <ul style="list-style-type: none"> <input type="checkbox"/> secure <input type="checkbox"/> lining intact 	Porch <ul style="list-style-type: none"> <input type="checkbox"/> firm <input type="checkbox"/> in good repair <input type="checkbox"/> roof not leaking <input type="checkbox"/> guard rail sound
Doors <ul style="list-style-type: none"> <input type="checkbox"/> weather tight <input type="checkbox"/> waterproof <input type="checkbox"/> hinges and locks okay 	Roof <ul style="list-style-type: none"> <input type="checkbox"/> free of leaks
Foundation <ul style="list-style-type: none"> <input type="checkbox"/> sound <input type="checkbox"/> no holes <input type="checkbox"/> no cracks 	Steps <ul style="list-style-type: none"> <input type="checkbox"/> not worn <input type="checkbox"/> evenly spaced <input type="checkbox"/> no ripping hazards <input type="checkbox"/> handrails firmly attached
Gutters and Down Spouts <ul style="list-style-type: none"> <input type="checkbox"/> not obstructed <input type="checkbox"/> no leaks <input type="checkbox"/> firmly attached 	Walls <ul style="list-style-type: none"> <input type="checkbox"/> no holes <input type="checkbox"/> no cracks <input type="checkbox"/> surface intact
Paint <ul style="list-style-type: none"> <input type="checkbox"/> wood surface protected <input type="checkbox"/> metal surface protected <input type="checkbox"/> not peeling 	Windows <ul style="list-style-type: none"> <input type="checkbox"/> can be opened <input type="checkbox"/> unbroken <input type="checkbox"/> Sash fits <input type="checkbox"/> Weather tight

LOOK AT ... THE OUTSIDE

- Is the yard clean and well-maintained?
(Or is it inviting to rodents, insects and vermin?)
- Doors removed from abandoned refrigerators
- No trash in street, gutter, and property
- Weeds and grass cut
- Yard graded properly for drainage
- Fence in good repair
- House number visible
- Trim overgrown bushes
- Fence, garage, or shed in good condition
- No major auto repairs all vehicles must be intact.
- Not more than one unregistered or uninspected vehicle parked on property for more than thirty days

Trash Cans

- Sufficient number
- Leak proof containers
- Tightly closed lids
- No litter in trash area
- Put trash out no more than 24 hours before collection and remove promptly
- Trash cans to be stored in rear yard

LOOK AT ... THE INSIDE

- Is it clean, safe and well-maintained?
(And free of rodents and insects?)

Door <ul style="list-style-type: none"> <input type="checkbox"/> safe <input type="checkbox"/> not blocked <input type="checkbox"/> fits its frame <input type="checkbox"/> weather tight 	If multiple family dwelling <ul style="list-style-type: none"> <input type="checkbox"/> license displayed <input type="checkbox"/> second way out of dwelling
Electrical System <ul style="list-style-type: none"> <input type="checkbox"/> service provided <input type="checkbox"/> two outlets per room, minimum <input type="checkbox"/> no frayed cords <input type="checkbox"/> do not overload outlet or system <input type="checkbox"/> shall be served by a three-wire 120/240v, single phase electric service with a rating of no less than 60 amps. 	Paint <ul style="list-style-type: none"> <input type="checkbox"/> not lead <input type="checkbox"/> not flaking
Floors <ul style="list-style-type: none"> <input type="checkbox"/> sound <input type="checkbox"/> no tripping hazards 	Walls and Ceiling Windows <ul style="list-style-type: none"> <input type="checkbox"/> smooth <input type="checkbox"/> intact <input type="checkbox"/> no loose wallpaper or paint <input type="checkbox"/> clean <input type="checkbox"/> have glass <input type="checkbox"/> not broken <input type="checkbox"/> open freely <input type="checkbox"/> weather tight <input type="checkbox"/> have screens
Hallway <ul style="list-style-type: none"> <input type="checkbox"/> lighted <input type="checkbox"/> clean & unobstructed 	

LOOK AT ... THE BATHROOM

A Trouble Spot

The Housing Code requires, in working condition:

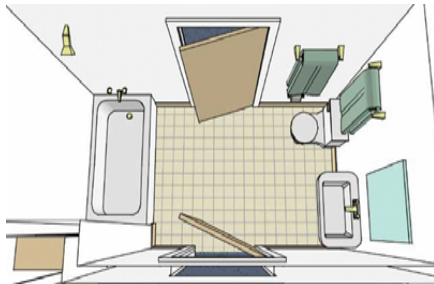
- a tub or shower
- a wash basin
- a toilet
- a light and GFCI outlet

Everyone should be sure to:

- avoid wasting water by having leaking faucet or toilet fixed
- keep toys, toothbrushes and trash out of toilet

Water and electricity can electrocute you, so:

- use a non-metallic cord instead of a pull chain never use an electric clock or radio in the bathroom



LOOK AT ... THE KITCHEN

The Housing Code requires:

- cooking range in good working order
- space for storage
- refrigerator in good working order
- water from approved source
- hot and cold water
- no chipping paint, especially poisonous lead paint
- no dripping faucet

DANGER!

On a cold night, there's a real temptation to turn on the burners of a gas stove, plug up the window cracks with rags, and close the door. **Don't do it.** That's a sure way to use up the oxygen and cause carbon monoxide poisoning. You or your children can be overcome.

Correct electrical problems like:

- unprotected outlets within 6 feet of the sink
- overloaded outlets
- frayed wires

Remove roach and rodent attractions, including:

- dirty dishes
- dirty stove
- garbage inside, and in flimsy containers
- accumulation of grease buildup on and around stove



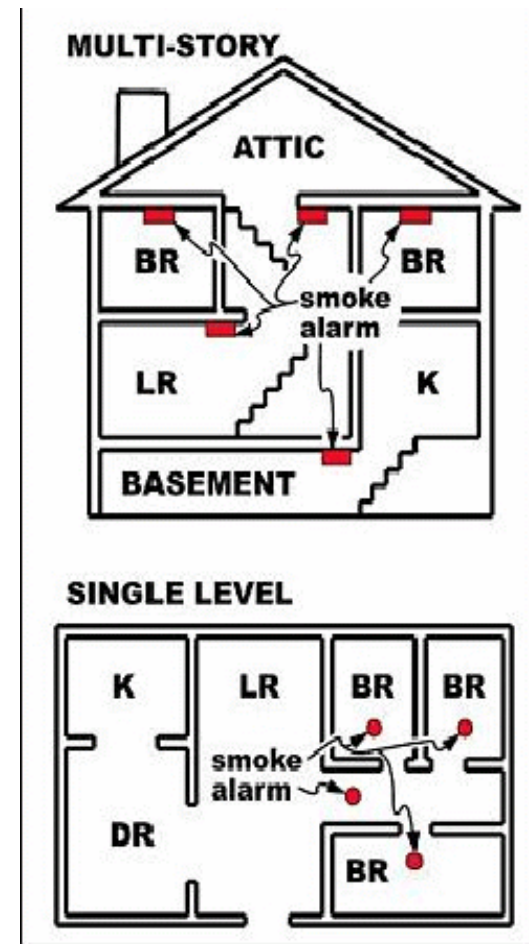
LOOK AT ... THE BASEMENT

Cellar (below basement) <ul style="list-style-type: none"> <input type="checkbox"/> not for sleeping 	Stairway <ul style="list-style-type: none"> <input type="checkbox"/> lighted <input type="checkbox"/> railing <input type="checkbox"/> steps secure
Electrical System <ul style="list-style-type: none"> <input type="checkbox"/> properly grounded <input type="checkbox"/> wires insulated <input type="checkbox"/> no extension cords as permanent wiring <input type="checkbox"/> circuit breaker box enclosed <input type="checkbox"/> no oversize fuses 	Storage <ul style="list-style-type: none"> <input type="checkbox"/> flammable storage away from gas appliances
Floor <ul style="list-style-type: none"> <input type="checkbox"/> solidly paved <input type="checkbox"/> waterproof <input type="checkbox"/> storage above floor <input type="checkbox"/> no trash accumulated <input type="checkbox"/> grill over drainpipe outlet 	Walls <ul style="list-style-type: none"> <input type="checkbox"/> waterproof <input type="checkbox"/> not flaking
Heating System <ul style="list-style-type: none"> <input type="checkbox"/> can heat to 65° F <input type="checkbox"/> sealed against fumes <input type="checkbox"/> in working order <input type="checkbox"/> safety switch <input type="checkbox"/> furnace sections sealed <input type="checkbox"/> ducts and pipes leak-free 	Water <ul style="list-style-type: none"> <input type="checkbox"/> no cross connection of waste pipe and water pipe
If Occupied <ul style="list-style-type: none"> <input type="checkbox"/> has emergency exit <input type="checkbox"/> has windows meeting minimum means of egress 	Water Heater <ul style="list-style-type: none"> <input type="checkbox"/> can heat to 120° F <input type="checkbox"/> vented if gas-fired <input type="checkbox"/> safety device installed

Smoke Alarms

Basic smoke alarms:

1. Shall be located on the ceiling or wall outside of each sleeping area in the immediate vicinity of bedrooms.
2. In each room used for sleeping purposes.
3. In each story within a dwelling unit, including basements and cellars.
4. In homes with stairs, a smoke detector should be at the head (top) of each.
5. Must be hardwired and interconnected.



What does “Overcrowding” Mean?

A Bedroom must be at least:

- 70 square feet for one person (min of 7 feet in any dimension)
And if slept in by 2 or more must have
- 50 square feet for each additional person
- The ceilings in attics or top half-stories must be at least seven (7) feet high over one-third of the area.
- The ceiling of half of a bathroom or a room used for living purposes must be seven (7) feet high.

Note:

- In figuring how big a room is, any part of a room lower than five (5) feet high does not count.
- Each dwelling unit must have separate access to a hall, landing, stair or street

MARYLAND DEPARTMENT OF THE ENVIRONMENT LEAD LAW COMPLIANCE

Any home constructed prior to 1978, must be registered with the Maryland Department of the Environment, the landlord is responsible for distributing education materials to the tenants and obtaining a Lead Inspection Certificate.

For further information regarding the Lead Law, please call (410) 537-4199 or (800) 776-2706 or visit the Maryland Department of the Environment's website www.mde.state.md.us/lead.