

City of Annapolis



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

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.

Property Maintenance

The goal of this program is to prevent dangerous and unsanitary living conditions.

Property maintenance inspectors can be called if there is a dangerous or hazardous situation or another code violation. 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.

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.

City of Annapolis Contact Numbers

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



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.
- Providing carbon monoxide detectors on each level when unit has fossil fuel appliance (gas or oil heat, gas appliance, gas or wood stove)



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

- metal surface protected
- not peeling

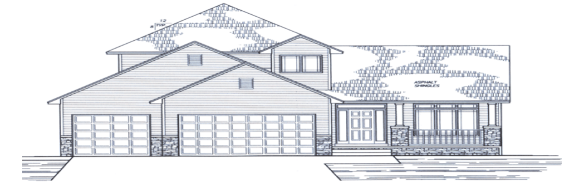
- unbroken
- sash fits
- weather tight

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 	Windows <ul style="list-style-type: none"> <input type="checkbox"/> can be opened

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?)

<p>Door</p> <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 	<p>If multiple family dwelling</p> <ul style="list-style-type: none"> <input type="checkbox"/> license displayed <input type="checkbox"/> second way out of dwelling
<p>Electrical System</p> <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. 	<p>Paint</p> <ul style="list-style-type: none"> <input type="checkbox"/> no lead <input type="checkbox"/> no flaking
<p>Floors</p> <ul style="list-style-type: none"> <input type="checkbox"/> sound <input type="checkbox"/> no tripping hazards 	<p>Walls and Ceiling Windows</p> <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
<p>Hallway</p> <ul style="list-style-type: none"> <input type="checkbox"/> lighted <input type="checkbox"/> clean and unobstructed 	

LOOK AT ... THE BATHROOM

A Trouble Spot

The Housing Code requires, in working condition:

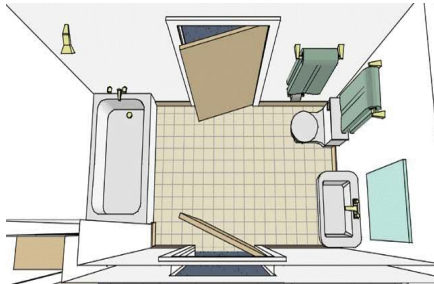
- a tub or shower
- a wash basin
- a toilet
- a light and GFCI outlet
- Exhaust fan or window for ventilation

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 such as:

- 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) <input type="checkbox"/> not for sleeping	Stairway <input type="checkbox"/> lighted <input type="checkbox"/> railing <input type="checkbox"/> steps secure
Electrical System <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 <input type="checkbox"/> flammable storage away from gas appliances
Floor <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 <input type="checkbox"/> waterproof <input type="checkbox"/> paint not flaking
Heating System <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 <input type="checkbox"/> no cross connection of waste pipe and water pipe
If Occupied <input type="checkbox"/> has emergency exit <input type="checkbox"/> has windows meeting minimum means of egress	Water Heater <input type="checkbox"/> can heat to 120° F <input type="checkbox"/> vented if gas-fired <input type="checkbox"/> safety device installed

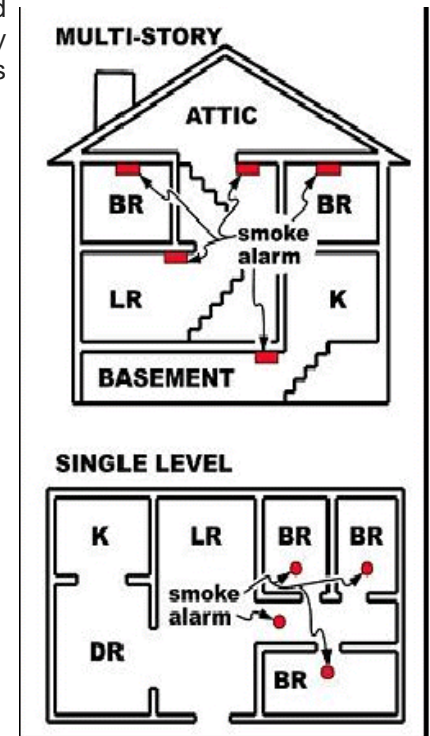
Smoke Alarms

Basic smoke alarms:

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

Carbon Monoxide Detectors

Carbon monoxide detectors are required on every level and in all units when they have any type of fossil burning products (oil, gas and wood burning fireplace).



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) 537-3000 or (800) 776-2706 or visit the Maryland Department of the Environment’s website www.mde.state.md.us/lead.

Fair Housing Laws

Everyone is guaranteed equal access to housing by laws of the Federal government, the State of Maryland, Anne Arundel County and the City of Annapolis. These laws are made to stop unfair or discriminatory practices, such as misinformation, inconsistent pricing, steering, and redlining that are used to keep people from living in the communities they choose.

The fair housing laws of the City of Annapolis, Anne Arundel County, the State of Maryland, and the Federal government cover most types of housing. Certain types of housing are exempt in some circumstances: buildings with four or fewer apartments where the owner lives in one of the units, single-family housing sold or rented without the use of a realtor, housing operated by organizations or private clubs that limit occupancy to members, and (in the case of families with children) qualified senior citizen communities.

The City Code of Annapolis makes it illegal to discriminate against you in housing, residential and commercial real estate, and financial lending based on race, color, religion, disability, familial status, (including having or expecting children), sexual orientation, gender identity, marital status, sex, source of income, immigration status, citizenship status or national origin. The Annapolis Human Relations Commission (HRC) handles complaints that occur within the City.

Landlords may have a fair housing violation if the landlord:

- Refuses to rent a housing unit based on race, color, religion, disability, familial status, (including having or expecting children), sexual orientation, gender identity, marital status, sex, source of income, immigration status, citizenship status or national origin.
- Tells someone that housing is unavailable when it really is available.
- Sets conditions for the rental of property that are different from those offered to other people.
- Refuses to make reasonable accommodations for the disabled.
- Refuses to accept Federal, state, or local government assistance including, but not limited to, Section 8 housing choice vouchers, medical assistance subsidies, rental assistance, or rent supplements.

For further information regarding the Fair Housing Law, contact Annapolis Human Relations Commission at 410-263-7998 or go to <https://www.annapolis.gov/1398/Fair-Housing>