



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

Short-term Rental Operating License Application
City Code Chapters 17.40 and 17.44

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 \$200.00 per unit. **Property must be inspected for compliance of the City's Code and International Property Maintenance Code before the license will be issued.**

NO SINGLE TENANT MAY OCCUPY A SHORT TERM RENTAL FOR MORE THAN 90 DAYS.

Rental Property Address _____

Property Tax ID # _____ MD Sales & Use Tax Account # _____

A. A. Co. Hotel Occupancy Tax Acct (3 or more bedrooms) # _____ Total # of bedrooms _____

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.

Property Owner Information	Local Property Management -Information
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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 type of dwelling)

Single Family Two Family Multi Family Above commercial/maritime Room Rental (incl. efficiencies)

Total # of units in the building _____ Total # of units being rented _____

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

Must have 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 (International Property Maintenance Code 704.2)

The owner of rental property is required to install carbon monoxide alarms on each level of a rental unit. The alarm may be battery powered with long life batteries or A/C powered. Alarms may be combination smoke and carbon monoxide alarms.

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.