

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.

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 & 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 & Zoning at 410-260-2200 for any additional information, concerns, or complaints.

For information regarding permit requirements, see section 7.12 of the City Code.

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 & Zoning.

**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.

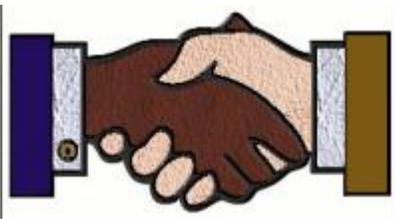
For further information regarding the Lead Law, please call (410) 537-4199 or (800) 776-2706 or visit the Maryland Department of the Environment's website www.mde.state.md.us/lead.

**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.....	410-263-7975
Grading.....	410-263-7949
Grease Traps.....	410-263-7949
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
Plumbing /Gas Permits.....	410-260-2200
Port Wardens.....	410-260-2200
Residential Rental Prop.....	410-260-2200
Setback Information.....	410-260-2200
Stormwater Management	410-263-7949
Trees.....	410-260-2200
Use & Occupancy.....	410-260-2200
Utilities	410-263-7970
Wastewater Pre-treatment	410-263-7949
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
Bruce Murrell.....	bemurrell@annapolis.gov



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.

What does ΔOvercrowding@ Mean?

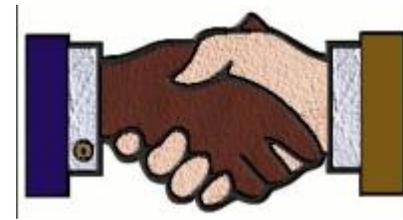
A Bedroom must be at least:

- 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:

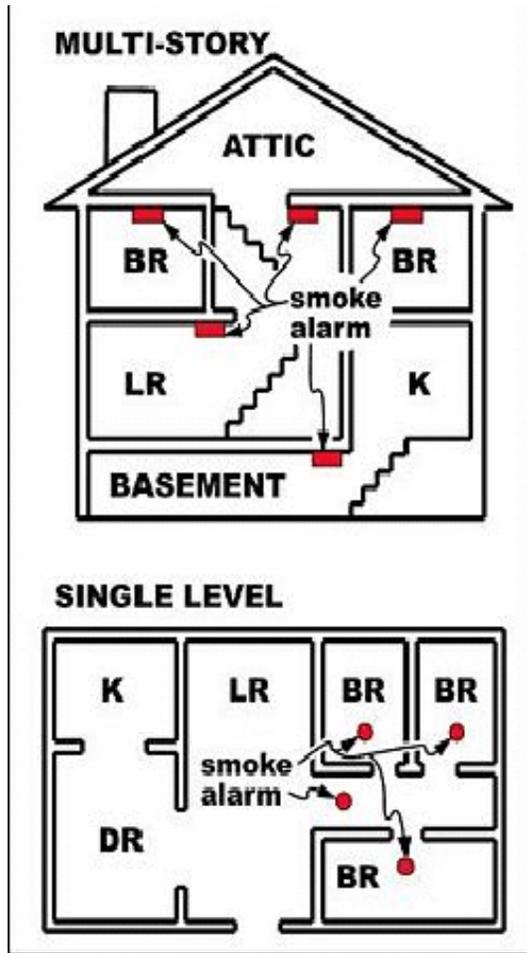
- In figuring how big a room is, any part of a room lower than five (5) feet high does not count.
- Each dwelling unit must have separate access to a hall, landing, stair or street

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.



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.
- Not blocking exits or stairways with 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

- secure
- lining intact

Doors

- weather tight
- waterproof
- hinges and locks okay

Foundation

- sound
- no holes
- no cracks

Gutters and Down Spouts

- not obstructed
- no leaks
- firmly attached

Paint

- wood surface protected
- metal surface protected
- not peeling

Porch

- firm
- in good repair
- roof not leaking
- guard rail sound

Roof

- free of leaks

Steps

- not worn
- evenly spaced
- no ripping hazards
- handrails firmly attached

Walls

- no holes
- no cracks
- surface intact

Windows

- can be opened
- unbroken
- Sash fits
- Weather tight

LOOK AT ... THE BASEMENT

Cellar (below basement)

- not for sleeping

Electrical System

- properly grounded
- wires insulated
- no extension cords as permanent wiring
- circuit breaker box enclosed
- no oversize fuses

Floor

- solidly paved
- waterproof
- storage above floor
- no trash accumulated
- grill over drainpipe outlet

Heating System

- can heat to 65° F
- sealed against fumes
- in working order
- safety switch
- furnace sections sealed
- ducts and pipes leak-free

If Occupied

- has emergency exit
- has windows meeting minimum means of egress

Stairway

- lighted
- railing
- steps secure

Storage

- flammable storage away from gas appliances

Walls

- waterproof
- not flaking

Water

- no cross connection of waste pipe and water pipe

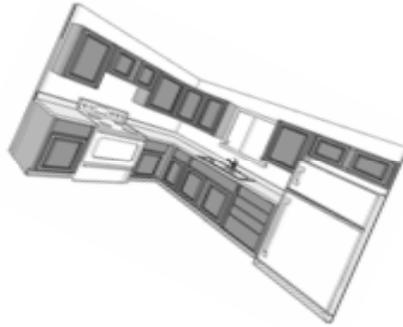
Water Heater

- can heat to 120° F
- vented if gas-fired
- safety device installed

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 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

- safe
- not blocked
- fits its frame
- weather tight

If multiple family dwelling

- license displayed
- second way out of dwelling

Electrical System

- service provided
- two outlets per room, minimum
- no frayed cords
- do not overload outlet or system
- shall be served by a three-wire 120/240v, single phase electric service with a rating of no less than 60 amps.

Paint

- not lead
- not flaking

Floors

- sound
- no tripping hazards

Hallway

- lighted
- clean & unobstructed

Walls and Ceiling Windows

- smooth
- intact
- no loose wallpaper or paint
- clean
- have glass
- not broken
- open freely
- weather tight
- have screens

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

