

MULTIPLE DWELLING LICENSE & RENEWAL INFORMATION

Multiple Dwelling licenses expire on January 31 and are issued on a 2-year basis.

To renew an existing license online you must have a [Land Use Navigator](#) (LUN) account and have associated your license with your account. Paper applications will be accepted.

A license may not be issued or renewed for an applicant who is not a resident of the County unless the applicant has first designated an agent and an alternate agent for the receipt of notices of violation of this title and for service of process under this title. Either the agent or the alternate agent must be a resident of the County. The applicant must provide a notarized statement authorizing the agent and the alternate agent to act on the applicant's behalf for the purpose of receiving notices and for service of process.

Each person holding a license shall give written notice to the Director of Inspections and Permits within one week after having transferred or otherwise disposed of the legal control of a licensed multiple dwelling or rooming house. The notice shall include the name and address of the person succeeding to the ownership or control of the multiple dwelling or rooming house. You may submit this information using the [Change of Ownership or Use](#) form.

A Zoning Certificate of Use (ZCU) is required for all Multiple Dwellings. If a ZCU has not been issued for the property, you can apply online via the [LUN](#) portal. Applications can take 4-6 weeks to process. If you have any questions regarding the ZCU, please contact Zoning Enforcement at 410-222-7446. If the use is not allowed in the zone the property is located in, you will also be required to obtain a nonconforming, special exception, 20-year or other use approval before a ZCU can be issued.

Bill 6-23 recently passed, which allows accessory dwelling units (ADU). This would only apply to a two-unit multiple dwelling. Please refer to Section 18-10-122 of the Zoning Code for the regulations pertaining to ADU's. You will need to apply for a Building Permit and provide a copy of the Certificate of Occupancy with your application. A ZCU is not required for an ADU.

HOTELS & MOTELS

In addition to the information outlined above, the following apply to hotels and motels.

Per County Code § 11-6A-102, a person may not operate a hotel without a license issued by the Department. A separate license is required for each hotel.

A license and any notice of license suspension or revocation shall be displayed in a conspicuous place within a common area of the hotel.

A hotel may not admit new guests while its license is suspended or expired.

Each licensee shall give written notice to the Director within one week after having transferred or otherwise disposed of the legal control of a licensed hotel. The notice shall include the name and address of the person succeeding to the ownership or control of the hotel. You may submit this information using the [Change of Ownership or Use](#) form.