

Worcester County Rental License – Application Checklist

Required Submission Items

- ☐ Rental License Application
- ☐ Owner's Acknowledgement & Signature Sheet
- ☐ Lease or Rental Agreement (including house rules, if applicable)
- ☐ Site Plan or Survey showing all structures and off-street parking
- ☐ Floor Plan(s) drawn to scale (see License Guide for details)
- ☐ Fee submitted by check payable to “**Worcester County**”
- ☐ Short-Term Rental Addendum (**for short-term rentals only**)

Floor Plan Must Show (as applicable)

- ☐ All rooms with wall measurements and intended use
- ☐ Egress windows in all bedrooms
- ☐ Closets with dimensions in each bedroom
- ☐ Rentable rooms/lots/sites with square footage and maximum occupancy (if applicable)

Site Plan/Survey

- ☐ Required off-street parking has been provided and is shown/marked on the submitted site plan. If the building permit for the dwelling was issued **after January 1, 2020**, a **third parking space is required**.

After Approval

- Display the license **prominently** on the property (foyer, common room, or lobby).
- Include the **valid license number** in any advertisement.
- Maintain the property, keeping it free from trash, debris, tall grass, or other nuisances.
- Comply with all applicable **Zoning and Subdivision Control** regulations and **Property Maintenance Standards** (Title 3, Subtitle I, Rental Housing Code).

Renewal & Changes

- Notify the County of changes to property management, address, or rental use
- Renew at least **60 days before expiration**
- Licenses are non-transferable

Questions? Call Rental License Program at (410) 632-1200, ext. 1189