



MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

Subject Annual Apartment License – Class 1, Class 2 and Class 3	Number 18-25
Originating Department Department of Housing and Community Affairs	Effective Date July 15, 2025

Department of Housing and Community Affairs
Montgomery County Regulation on:

ESTABLISHMENT OF ANNUAL RENTAL FACILITY LICENSE FEES FOR PROCESSING CLASS 1, CLASS 2 AND CLASS 3 APARTMENT LICENSES

Issued by: County Executive

Regulation No. 18-25

COMCOR 29.20.01

Authority: Code Section 29-20

Supersedes: Executive Regulation 18-25T

Council Review Method (3) Under Code Section 2A-15

Register Vol. 42, No. 6

Effective Date: July 15, 2025

Sunset Date: None

SUMMARY: This regulation revises the annual license fee charged per dwelling unit for Class 1, Class 2 and Class 3 rental housing licenses.

ADDRESS: Department of Housing and Community Affairs
1401 Rockville Pike
4th Floor
Rockville, Maryland 20852

STAFF CONTACT: Scott Bruton, Director
Department of Housing and Community Affairs
scott.bruton@montgomerycountymd.gov



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SEC. 29-20 FEES – REGULATIONS

COMCOR 29.20.01 Establishment of Annual Rental Facility License Fees

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COMCOR 29.20.01.02 Fees.

- (a) The annual license fees for rental dwelling units are hereby established as follows:
 - (1) For a Class 1 multi-family rental facility license, \$82.00 per dwelling unit in an apartment complex or an accessory apartment approved by special exception and \$73.00 per dwelling unit for all others.
 - (2) For a Class 2 single-family rental facility license, \$130.00 per dwelling unit.
 - (3) For a Class 3 accessory apartment license, \$125.00 per unit.
- (b) The annual license fee shall not be prorated and must be made payable to Montgomery County, Maryland.
- (c) Failure to obtain a rental facility license is a Class A violation under Section 1-19 of the Montgomery County Code.
- (d) In addition to the annual license fee, the following fees for a Class 3 accessory apartment license are hereby established as follows:
 - (1) The application filing fee is \$260.00, of which \$130.00 is refundable if the Director finds the proposed accessory apartment does not meet the requirements of the zoning ordinance prior to the Department's inspection of the proposed accessory apartment to ascertain whether it complies with Chapter 26 of the Montgomery County Code.
 - (2) The sign fee is \$230.00, of which \$115.00 is refundable if the sign is returned to the Department within 15 days of the end of the posting period.
 - (A) The sign fee is not refundable if the sign is not returned or is returned but damaged.



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(B) If the sign is lost during the posting period, the original sign fee of \$230.00 will not be refunded and a new sign fee of \$230.00 will be charged.

(3) The fee for the transfer of an accessory apartment license is \$250.00.

* * *

Approved:

Handwritten signature of Marc Elrich in cursive script.

Marc Elrich, County Executive

July 15, 2025

Date

APPROVED AS TO FORM AND LEGALITY
OFFICE OF THE COUNTY ATTORNEY

Handwritten signature of Neal Anker in cursive script.

Assistant County Attorney

7/10/2025

Date