



# MONTGOMERY COUNTY EXECUTIVE REGULATION

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

<b>Subject</b> Establishment of Annual Rental Facility License Fees - Revision	<b>Number</b> 3-25
<b>Originating Department</b> Department of Housing and Community Affairs	<b>Effective Date</b>

## Montgomery County Regulation on

### ESTABLISHMENT OF ANNUAL RENTAL FACILITY LICENSE FEES - REVISION Department of Housing and Community Affairs

Issued by: County Executive  
Regulation No. 3-25  
COMCOR No. 29.20.01

Authority: Montgomery County Code (2014) Section 29-20  
Supersedes: Executive Regulation 16-24  
Council Review: Method (3) under Code Section 2A-15  
Register Vol. 42, No. 2  
Effective Date:  
Comment Deadline: March 2, 2025  
Sunset Date: None

**Summary:** This regulation establishes annual license fees for rental dwelling units and fees specific to Class 3 accessory dwelling unit licenses, and such fees shall be identified in the County's annual operating budget by resolution and published on the Department of Housing and Community Affairs website.

**Staff contact:** Tiffany Johnson, Manager, License and Registration  
Department of Housing and Community Affairs  
240-777-3606  
[tiffany.johnson@montgomerycountymd.gov](mailto:tiffany.johnson@montgomerycountymd.gov)

**Address:** Department of Housing and Community Affairs  
1401 Rockville Pike, 4<sup>th</sup> Floor  
Rockville, MD 20852

**Background:** The Department of Housing and Community Affairs oversees rental dwelling units in Montgomery County.



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## COMCOR 29.20.01 Establishment of Annual Rental Facility License Fees

\* \* \*

### 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 \$47.00 per dwelling unit in an apartment complex or an accessory apartment approved by special exception and \$64.00 per dwelling unit for all others.
- (2) For a Class 2 single-family rental facility license \$114.00 per dwelling unit.
- (3) For a Class 3 accessory apartment license \$111.00 per unit.]

(a) The County Executive, in conjunction with the County Council, will establish annual license fees for rental dwelling units and fees specific to Class 3 accessory dwelling unit licenses, and such fees shall be identified in the County's annual operating budget by resolution and published on the Department of Housing and Community Affairs' website.

(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] Specifically, regarding the application filing fee and sign fee for Class 3 accessory apartment licenses:

- (1) 50% of the [The] application filing fee [is \$250.00 of which \$125.00] is refundable if the Director finds the proposed accessory apartment does not meet the zoning requirements in Section 59-A-6.20 prior to the Department's inspection of the proposed accessory apartment to ascertain whether it complies with Chapter 26 of the Montgomery County Code.



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- (2) 50% of [T] the sign fee 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.
- (B) If the sign is lost during the posting period, the sign fee [of \$230.00] is not refundable 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.]

\_\_\_\_\_  
Marc Elrich  
County Executive

\_\_\_\_\_  
Date

Approved as to form and legality:

*Neal Anker*

Office of the County Attorney Neal Anker, Assistant County Attorney

1/15/2025

\_\_\_\_\_  
Date