



MONTGOMERY COUNTY, MARYLAND
DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS
LICENSING AND REGISTRATION UNIT

CLASS 3
Accessory Dwelling Unit Rental License Application

(Please Read All Instructions on Back Prior to Submitting Application)

Fees Required at Application Submission:

Application Fee: \$260.00

Annual License Fee (7/1 - 6/30): \$125.00

Sign Fee: \$230.00

Total: \$615.00

Mail Application with Payments to:
DHCA/Licensing and Registration Unit
1401 Rockville Pike, 4th Floor
Rockville, Maryland 20852

Checks Payable to: Montgomery County, MD

Official Use Only:

License No. _____

Received Date _____

Evidence of OPR _____

Apt/Driveway Sketch _____

Residential Zone _____

Meets requirements: Y / N

PART A ACCESSORY DWELLING UNIT(ADU):

Address: _____
Street Address City Zip

Is ADU under construction or will it be? Y / N

*See #1 (a) ii on back

Obtained Building Permit? Y / N

*See #1 (a) iii on back

Start Date of Rental: ____/____/____

Number of Occupants: _____

Number of Kitchens: _____

(This includes main house kitchen)

ADU Detached? Y/N

(18 years of age or older)

Location of ADU on property: _____

Lot Acreage: _____

Location of Entrance Door to ADU: _____

Square footage of driveway: _____

Change to Original Floor Plan? Y / N

(If Yes, explain on separate paper)

*See 3 on back

Sq. ft. of principal dwelling: _____

Sq. ft. of ADU: _____

Date of Purchase: _____ (If within 6 months, include HUD-1/Closing form)

Year ADU Built: _____

*See #7 on back

Is ADU approved by Homeowners Association? Yes / No / N/A

*See #8 on back

Is there an active special exception (SE) for your ADU? Y / N

If so, SE #: _____ I want SE revoked: Yes / No

PART B OWNER INFORMATION:

*See 1 (b) on back

First Owner's Name _____

Second Owner's Name _____

Full Street Address/State/Zip _____

Full Street Address /State/Zip _____

Primary Phone _____ Cellular Phone _____

Primary Phone _____ Cellular Phone _____

Email Address _____

Email Address _____

I affirm under penalty of perjury that the above information is true to the best of my knowledge and belief. I also understand that if there are any changes in property ownership, owner address, or agent/contact information that I must notify Montgomery County Department of Housing and Community Affairs (DHCA), Licensing & Registration within 10 days of the change.

Owner's Signature _____

Date _____

Second Owner's Signature _____

Date _____

Class 3 Accessory Dwelling Unit Application Instructions

1. File Class 3 Accessory Dwelling Unit license application with Department of Housing and Community Affairs, Licensing and Registration Unit. You must mail or apply in person at the following address: Hours: 8:30 AM – 4:30 PM, Mon-Fri
DHCA/Licensing and Registration Unit, 1401 Rockville Pike, 4th Floor • Rockville, Maryland 20852
 - a. Part A: Accessory Dwelling Unit (ADU)
 - i. Full street address including city, state and zipcode.
 - ii. If the ADU is a new construction or under construction, select “Y” and a building permit is required. You will be able to apply for permits from the Department of Permitting Services by providing a copy of your initial inspection report from and stamped drawings from DHCA.
 - iii. If you have a building permit, select “Y”. If not, you will be able to apply for permits from the Department of Permitting Services by providing a copy of your initial inspection report and stamped drawings from DHCA. Submit copies of open permits with ADU application.
 - iv. Indicate the start date of rental and the number of occupants over the age of 18 years old.
 - v. If ADU is detached from main house, select “Y” and write the location of the ADU.
 - vi. Indicate how many kitchens are in all (main house, ADU, etc).
 - vii. Indicate location of the ADU entrance door. (i.e., right side of house, rear)
 - viii. Indicate the dimensions of the driveway.
 - ix. Indicate the lot acreage (i.e., 1 acre, half acre, etc).
 - x. Indicate the square footage of the entire house and the square footage of just the ADU alone.
 - xi. If there was a change in the original floor plan, select “Y” and indicate the change(s).
 - xii. If you purchased the property within the last 6 months, please include copy of the settlement form.
 - b. Part B: Owner Information
 - i. Write all legal owners’ full names and full street addresses, include primary phone numbers, cellular numbers, and email addresses. All legal owners must sign the application. If needed, attach a separate sheet for additional owner information and signatures.
2. Show evidence of primary residence for all legal owners (select one below)
 - a. The owner’s most recent Maryland income tax return; or
 - b. The owner’s current Maryland’s driver’s license; or
 - c. The owner’s real estate tax bill for the address of the proposed accessory dwelling unit.
3. The plan for the ADU must be submitted on 11x17” paper, drawn at ¼” per foot scale. Plans must be either digitally created or scanned into a pdf. All rooms with their dimensions are to be identified, including any room with mechanical equipment. Identify all appliances. Ceiling heights, door and window sizes are to be noted. The location of any stairwell is to be identified as well.
4. A separate plan for the driveway must also be submitted and include the dimensions in feet.
5. Sign affidavit for attestation of the continued use of the property as the owner’s primary residence, attestation that the ADU will not be occupied by more than two persons 18 years age or older, the community association does not prohibit ADU, and owners are not more than 30 days past due on any common ownership community fees. Affidavit does not need to be notarized or signed in front of our staff. All legal owners must sign. All legal owners must sign.
6. The filing fee, license application fee, and sign fee deposit are paid at time of submission. \$125 of the application fee is refundable if the DHCA Director finds the property does not meet zoning requirements.
7. Post Class 3 ADU public notice sign within 5 days of acceptance on the property in a place visible from each public road which abuts the property. Sign remains posted for 30 days or until initial inspection is completed, whichever is longer. \$115 of the sign fee deposit will be refunded when the sign is returned in a clean, undamaged, and reusable condition.
8. Is this property built before January 1, 1978? If YES, the ADU **MUST** be registered with Maryland Department of the Environment (MDE) and inspected for lead paint after construction is completed. ***Maryland law requires that all owners of residential rental property comply with the State Lead Poisoning Prevention requirements and that proof of compliance be provided to local government before authorizing a property be rented.*** For further information regarding Lead Poisoning Prevention and compliance, call MDE at 1-800-633-6101 or 410-537-4199. **Copies of Lead Inspection Certificates or MDE registration must be provided to our office with your Class 3 Accessory Dwelling Unit application.** This is not required if the property will not be rented, but you must then submit a signed statement with your application.
9. **Contact your homeowners’ association or see your association’s covenants or deed for their rules and regulations regarding accessory dwelling units. Any decisions by DHCA will not override the covenants or deed.**

Note: If your check is returned unpaid, your account will be debited electronically for the original check amount and electronically or via paper for the state’s maximum allowable service fee. Payment by check constitutes authorization of these transactions.