



GARRETT COUNTY DEPARTMENT OF PLANNING AND LAND MANAGEMENT
OFFICE OF LICENSING AND ENFORCEMENT
203 S. FOURTH STREET, ROOM 208
OAKLAND, MARYLAND 21550
301-334-1981

Chad Fike
Assistant Director

John Groves
Licensing Technician

Dear Deep Creek Lake property owner,

To begin the process for having your existing or proposed dwelling become a Transient Vacation Rental Unit (TVRU), follow the steps listed on the enclosed *TVRU Licensing Procedure* form. Once you begin this process, your unit should be licensed and ready to rent in a short amount of time. All checks should be made payable to the *Garrett County Commissioners*.

For your convenience, a copy of the TVRU Ordinance can be found under the Planning and Land Management section on our website at www.garrettcounty.org.

Please direct any questions you may have to the appropriate departments listed on the form.

Sincerely,

John Groves
Licensing Technician



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Transient Vacation Rental Unit (TVRU) Licensing Procedures

STEP 1: Fill out the enclosed *ZONING PERMIT GUIDELINE* form and submit it with the \$50.00 Zoning permit fee. These should be submitted with the TVRU & Accommodation Tax Applications.

NOTE: A Zoning Permit is required when:

- the use of an existing building/unit is to be changed from a dwelling unit to a TVRU.

\$50.00 **Zoning Permit Fee**
Questions regarding ZONING PERMITS (including whether or not such permits are required) and FEES should be directed to the Planning, Zoning and Licensing Division at 301-334-1920.

STEP 2: **TVRU LICENSING.** Once your property is approved by the Zoning Department (STEP 1 above), an inspection of your rental unit will be scheduled through your rental agent.

NOTE: Licensing is required for all approved transient rentals and all transient rentals must be licensed prior to renting.

\$50.00 **TVRU License Registration Fee** (Initial one-time charge. This is not the zoning fee.)

\$200.00 **TVRU License Fee***
Questions regarding the TVRU INSPECTIONS, REGISTRATION and LICENSE FEES should be directed to the Licensing and Enforcement Office at 301-334-1920.

\$150.00 **Garrett County Health Department Fee***
Questions regarding the HEALTH DEPARTMENT FEES and REQUIREMENTS (for Hot Tubs, Indoor Pools, Water Sampling, and Septic Systems) should be directed to the Garrett County Health Department at 301-334-7760.

* **Biennial** – once every two years. **NOTE:** These fees *may be* prorated based on *when* the TVRU becomes registered in the biennial licensing cycle. The Licensing and Enforcement Office will determine if the fee will be prorated and notify your rental agent.