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**§ 14-1. Chapter Title.** That this chapter shall be known and may be cited as “Licenses” of the Town of Easton, Maryland. (Ordinance 536 effective October 14<sup>th</sup> 2008)

**§ 14-2. General References.** That this chapter shall reference General Provisions – Chapter 1, Animals and Foul – Chapter 4, Bicycles and Similar Devices – Chapter 5, Offenses – Miscellaneous – Chapter 18, Peddlers – Chapter 19, Pinball Machines – Chapter 19A, Plumbing – Chapter 20, Solid Fuel – Chapter 23, and Zoning – Chapter 28 of the Code of the Town of Easton. (Ordinance 536 effective October 14<sup>th</sup> 2008, historical reference 9)

### **Article I: License Administration**

**§ 14-3. License required.** No person, firm or corporation shall engage in any occupation or business subject to a license fee under this Code without having first taken out a proper license. (Ordinance 536 effective 10-14-2008, historical reference 9)

**§ 14-4. License Issuance.** All licenses shall be prepared and issued by the town clerk unless otherwise specifically provided. (Ordinance 536 effective 10-14-2008, historical reference 9)

**§ 14-5. License Fees.** No license shall be issued by the Town until the fee required therefore has been paid by the applicant. The Town Council is hereby authorized to enact a resolution establishing a fee schedule for fees pertaining to the administration of this chapter. Any unpaid license fee shall be subject to interest and penalties as periodically established by the Town Council for unpaid sums due to the Town of Easton. (Ordinance 536 effective 10-14-2008, historical reference 9, 519 aka E-34)

**§ 14-6 Display of License.** Licenses issued under this chapter shall be available at reasonable times for examination by an authorized agent of the Town of Easton. (Ordinance 536 effective 10-14-2008)

**§ 14-7. Transferability.** Except as otherwise provided in this Code or the ordinance or statute under which it is issued, no license issued by the town clerk shall be transferable. (Ordinance 536 effective 10-14-2008, historical reference 519 aka E-34)

**§ 14-8. License Period and Renewal.** The license year shall begin on the first day of April of each and every year. All licenses issued under the provisions of this Chapter shall expire on the last day of March, following the date of issue, but if the licensee shall be in default because of any violation of the provision of this Code, the License shall forthwith cease and terminate, and the fee for any unexpired portion of the term thereof shall be forfeited to the Town. Application for renewals shall be made at least sixty (60) days prior to the expiration date. (Ordinance 536 effective 10-14-2008, historical reference 9)

**§ 14-9. Notice of Violations.** Whenever the Town of Easton determines that there has been a violation of this chapter or has grounds to believe that a violation has occurred, notice shall be given, providing written notification of the violation.

The notice shall contain an order for correction and a time period within which the violation is to be corrected. Noncompliance shall result in penalties and or revocation of license. (Ordinance 536 effective 10-14-2008)

**§ 14-10. Penalties for Violation.** Any person, who shall violate a provision of this chapter, or fail to comply therewith, or with any of the requirements thereof, shall be guilty of a municipal infraction and shall be subjected to the penalties set forth in Section 1-8 of the Easton Town Code. Each day that a violation continues after due notice has been served shall be deemed a separate offense. (Ordinance 536 effective 10-14-2008, historical reference 9)

**§ 14-11. Correction of violation.** The imposition of the penalties herein prescribed shall not preclude the Easton Town Council from instituting appropriate action; to restrain, correct or abate a violation, or to stop an illegal act, conduct, or business, or to prevent illegal occupancy or utilization of a building, structure or premises. (Ordinance 536 effective 10-14-2008)

#### **§ 14-12. Suspension, Revocation and Appeals.**

**§ 14-12.1. Violation Basis.** The Town of Easton shall, in writing, suspend or revoke a license issued under the provisions of this chapter; if a license holder, after the passage of the time period ordered by the notice described in the section for Notice of Violations, fails to eliminate the violation. Suspension or revocation of a license shall be in addition to, and not in substitution for, such other penalties as may be provided for said violations elsewhere in the Town Charter and Code or by State law. (Ordinance 680 effective 9-27-2016, historical reference 519 aka E-34 and 536)

**§ 14-12.2. Compliant Basis.** Any license or permit issued by the Town may be suspended by the Town upon proper complaint and sufficient evidence to sustain such complaint and after the permittee or license has an opportunity to present evidence. Notice of such suspension shall be promptly communicated to the holder of such license or permit by mailing such notice to the applicant at the address set out in the application for such license or permit. (Ordinance 680 effective 9-27-2016, historical reference 519 aka E-34 and 536)

**§ 14-12.3. Appeals.** The board of Appeals shall hear and decide appeals of suspensions or revocations made pursuant to this chapter. Such appeals shall be filled within thirty (30) days of such suspension or revocation by filing a notice of appeal with the Board of Appeals and specifying the grounds for the appeal. For the purposes of this chapter, the Board of Appeals established in the Town of Easton Zoning Ordinance. All provisions governing the Board of Appeals with respect to members, provisions of alternates, quorum, procedures, chairman, term of office, etc. shall be applicable to appeals from this chapter. (Ordinance 680 effective 9-27-2016)

#### **§ 14-13. License Administrative History**

Ordinance Number 9, passed by the Town of Easton Council on 12/11/1940, establishing license requirement  
Ordinance Number 519 (E-34), passed by the Town of Easton Council on 4/17/1967, Adopting The Code of the Town of Easton, 1967 (Ordinance 536 effective 10-14-2008)

### **Article II: Housing License**

**§ 14-14. Housing License.** It shall be unlawful for any person to let for occupancy or allow the occupancy of any dwelling, dwelling unit, rooming unit or part thereof, whether for use on a nightly, weekly, monthly, or yearly basis, within the Town of Easton without having first obtained a license for said unit as hereinafter provided.

**§ 14-14.1 Special Provisions for Immediate Family Member:** When a dwelling, dwelling unit, rooming unit, or part thereof is occupied by an immediate family member of the owner or the owner's spouse (parents, children, grandparents, grandchildren, sibling, aunt, uncle, or first cousins. Includes: adopted, half, and step family

members), a rental license shall not be required. The Code Official shall determine the appropriate information required in order to determine compliance with this section.

**§ 14-14.2 Exceptions:** The requirement for a license shall not apply to the following uses as those uses are defined in the Town's Zoning Ordinance, which is Chapter 28 of the Town Code: Assisted Living Facilities, Bed and Breakfast Inns, Homeless Shelters, Hospice facilities, Hotels, Motels, Nursing Homes, Overnight Care Facilities, Patient Hostels, and similar uses.

**§ 14-14.3 Exception for Owner Occupied:** The requirement for a license shall not apply to occupancy of a dwelling, dwelling unit, or rooming unit occupied solely by the owner as the owner's primary residence or as a secondary/vacation home, including invitees and guests during the owner's occupancy, provided that there is no tenancy, soliciting or advertising for the purpose of Short Term Housing.

(Ordinance 523 effective 3/28/2008, Ordinance 536 effective 10/14/2008 Ordinance 680 effective 9/27/2016, historical reference 301, 518)

**§ 14-15. License Application.** The legal owner of record shall make written application to the Town of Easton for a rental unit license upon such form or forms as the Town shall from time to time designate. Such application shall be submitted together with a non-refundable rental license fee. Upon receipt of a completed application for a license, the Code Enforcement Office is authorized to examine or cause to be examined buildings, structures and sites for which an application has been filed. A rental license application may be denied by the Code Enforcement Office if the premises, dwelling, dwelling unit or rooming unit, thereof is not in conformance with the Minimum Property Maintenance Standards or the Building Code under which the structure was constructed. (Ordinance 523 effective 3/28/2008 and Ordinance 536 effective 10-14-2008, historical reference 301, 518)

**§ 14-16. Rental Housing License.** The Code Enforcement Office upon review and approval of an application, shall issue a non-transferable "Rental Housing License" indicating that a license has been duly issued for the premises, dwelling, dwelling unit or rooming unit, accompanied by a Certificate of Occupancy which shall expire at the same time as the license. A certificate of occupancy shall contain the following: (Ordinance 523 effective 3/28/2008 and Ordinance 536 effective 10-14-2008, historical reference 301, 518)

1. The rental housing license number.
2. The name and address of the owner.
3. The number of rental units licensed.
4. The address of the structure.
5. The edition of the International Property Maintenance Code governing inspections.
6. The use and occupancy classification, as available.
7. The type of construction, as available.
8. The maximum occupant load, as available.
9. The presence of an automatic sprinkler system.
10. Any special stipulations and conditions.
11. The name of the building official.
12. The expiration date.

**§ 14-17. Dwelling, Dwelling Unit and Rooming Unit Inspection.** All Rental Housing Licenses shall be subject to periodic inspection by the Code Enforcement Office, to determine if they are in conformance with the Minimum Property Maintenance Standards or the Building Code under which the structure was constructed. Permission for such inspections, without the necessity for obtaining any further permission or judicial warrant, is a condition of any license. Each unit shall be inspected at least one time during the license period or as the Code Enforcement Office deems necessary. Failure to allow entry for an inspection or to forbid entry for such inspection shall constitute a violation of the provisions of this article.

**Exception:** The Code Enforcement Office may elect to utilize a statically valid random sample for multi-unit properties with more than thirty (30) units which have full time management on site as long as the sampling is

designed with a 95% probability that significant violations, as defined by the Code Enforcement Office, would be detected if present. When the statistically valid random sample for multi-unit properties with more than thirty (30) units is elected by the Code Enforcement Office and significant violations, as defined by the Code Enforcement Office, are detected, the Code Enforcement Office is authorized to perform any additional inspections deemed necessary by that department.

(Ordinance 523 effective 3/28/2008 and Ordinance 536 effective 10-14-2008, historical reference 301, 518)

**§ 14-18. Rental Housing License – Administration.** All rental housing licenses are regulated by the License Administration under Article I of Chapter 14 and Article 1 of Chapter 11. (Ordinance 536 effective 10-14-2008, historical reference 301, 518)

**§ 14-18.1 Rental Housing Re-inspection.** The Code Enforcement Office shall re-inspect the premises on the last day of the time period to confirm that the violations have been corrected. Noncompliance shall result in additional re-inspections fees, penalties and or revocation of license. (Ordinance 536 effective 10-14-2008, historical reference 301, 518)

**§ 14-19. Additional provisions for Short Term Housing.** All occupancies made for a period of less than four (4) months shall be subject to the following additional provisions:

**§ 14-19.1 Principal Residence.** The structure in which the Short Term housing takes place shall be the principal residence of the owner of the property, or an outbuilding located on the same property provided said outbuilding satisfies all Building, Fire, and Safety Codes and Regulations for use in this manner. (Ordinance 680 effective 9/27/2016)

**§ 14-19.1.1 Contact Information.** The owner shall provide personal contact information (name, address, telephone number and e-mail address) to be contacted 24 hours a day for any complaints or problems. If the owner of the property does not remain in Talbot County during the rental period, the owner must provide contact information for an agent that can be contacted 24 hours a day regarding any problems or issues. The named agent must have a principal residence within Talbot County. (Ordinance 680 effective 9/27/2016)

**§ 14-19.1.2 Contact Information Availability.** Upon request by any neighbor or other person who may be affected by the short-term housing, the Code Enforcement Office may provide the property owner's and/or agent's name and contact information. (Ordinance 680 effective 9/27/2016)

**§ 14-19.1.3 Notification.** In addition to providing the information to the Town of Easton, the owner shall provide the contact information to all properties within 400 feet of the owner's property by certified mail, return receipt requested, and regular mail on at least an annual basis. (Ordinance 680 effective 9/27/2016)

**§ 14-19.1.4 Notification Information.** The property owner or agent shall provide proof of the notifications to the Code Enforcement Office with their housing license application. (Ordinance 680 effective 9/27/2016)

**§ 14-19.2 One Occupancy.** Multiple occupancies of the same property at the same time shall be prohibited. Only one lease of the property shall be permitted at any one time. (Ordinance 680 effective 9/27/2016)

**§ 14-19.3 No Commercial Food Sales.** There shall be no commercial food sales or preparation. Meals provided by the owner for guests shall be limited to continental breakfast items. Nothing herein shall limit the guests' ability to prepare their own food on the property. (Ordinance 680 effective 9/27/2016)

**§ 14-19.4 Insurance.** The property owner shall maintain property and liability insurance with an insurer who is aware of the owner's short term housing exposure and that will respond in the event of a covered loss with

liability limits of at least Five Hundred Thousand Dollars (\$500,000.00) and shall provide proof of said insurance at the time of application for a license. (Ordinance 680 effective 9/27/2016)

**§ 14-19.5 Accommodations Tax.** Short Term Housing shall be required to pay all applicable Accommodations Taxes. (Ordinance 680 effective 9/27/2016)

#### **§ 14-20. Rental Housing License - Administrative History**

Ordinance Number 309, passed by the Town of Easton Council on 4/17/1995, establishing a Rental Housing Licensing and Inspection Program.

Ordinance Number 444, passed by the Town of Easton Council on 5/20/2002, amending Section 13A-5 License Renewal.

Ordinance Number 518, no action taken, Updating Rental Housing Licensing

Ordinance Number 523, passed by the Town of Easton Council on 4/7/2008, updating the Rental Housing Licensing and Inspection Program.

(Ordinance 536 effective 10-14-2008)

### **Article III: Electrical License**

**§ 14-21. Electrical Services.** It shall be unlawful for any person to provide, attempt to provide or offer to provide electrical services, within the Town of Easton without having complied with one of the provisions hereinafter provided: (Ordinance 547 effective July 1<sup>st</sup> 2009)

**§ 14-21.1 Talbot County Electricians:** Any person who holds a current license issued by the Board of Electrical Examiners of Talbot County as a “Master Electrician”, “Electrician General”, or an “Electrician Limited” may provide services, as allowed by the license, in the Town of Easton, so long as such license is maintained current.

**Inclusion:** While a Talbot County license is in effect, it authorizes the licensee to provide electrical services and any person listed as an employee if: the employee provides electrical services while under the control and supervision of the licensee; and the licensee is responsible for the electrical services that the individual provides.

(Ordinance 547 effective July 1<sup>st</sup> 2009)

**§ 14-21.2 Public Utility Company:** A public utility company, shall not require a license, while the company is engaging in the business of providing electrical services to a facility of the company that: is regulated by the Public Service Commission; and is located on any premises, roadway, or right-of-way in which the company has a lawful interest.

**Inclusion:** An employee of a public utility company shall not require a license, while the employee provides electrical services to a facility of the company that: is regulated by the Public Service Commission; and is located on any premises, roadway, or right-of-way in which the company has a lawful interest.

(Ordinance 547 effective July 1<sup>st</sup> 2009)

**§ 14-21.3 Property Maintenance Employee:** An employee of a private company shall not require a license, while engaged in maintenance and repairs of electrical equipment on the premises of their employer. (Ordinance 547 effective July 1<sup>st</sup> 2009)

**§ 14-21.4 Property Owner:** Any person performing electrical work in a single-family dwelling provided that person is a bona fide owner and said owner personally purchases and installs all equipment and materials in connection with the installation therewith, shall not require a license. (Ordinance 547 effective July 1<sup>st</sup> 2009)

**§ 14-22. Electrical License – Board of Electrical Examiners of Talbot County.** The Town authorizes and designates the Board of Electrical Examiners of Talbot County to be the Board of Electrical Examiners of the Town of Easton and enables the board with the following authorities: (Ordinance 547 effective July 1<sup>st</sup> 2009)

**§ 14-22.1 Talbot County Provisions.** The provisions governing the Board of Electrical Examiners of Talbot County with respect to: members, provisions for alternates, quorum, procedure, chairman, term of office, appeals, and like matters, as prescribed in, Electrical Standards Chapter 56, of the Talbot County Code, shall be within the authority of the board. (Ordinance 547 effective July 1<sup>st</sup> 2009)

**§ 14-22.2 Town of Easton Provisions.** The board shall have the authority to assess violations and penalties as prescribed in, General Provisions Chapter 1, Building Codes and Department Chapter 6 and Licenses Chapter 14 of the Town of Easton Code. (Ordinance 547 effective July 1<sup>st</sup> 2009)

**§ 14-22.3 Appeals of the Town of Easton Electrical Code.** The board shall have the authority to hear and decide on all appeals of orders, decisions or determinations relative to the application and interpretation of the Town of Easton's Electrical Code and Electrical Licensing. (Ordinance 547 effective July 1<sup>st</sup> 2009)

**§ 14-22.3.1 Town of Easton Reporting.** The Town of Easton shall report to the board upon any modification to its local codes or upon the adoption of updated versions of its local codes. Upon any violation of the Town of Easton's Electrical Code and Electrical Licensing the Town of Easton shall inform the board of the violation; location and responsible parties. (Ordinance 547 effective July 1<sup>st</sup> 2009)

**§ 14-23. Electrical License – Administration.** All electrical licenses are regulated by the License Administration under Article I of Chapter 14. (Ordinance 547 effective July 1<sup>st</sup> 2009)

**§ 14-24. Electrical License - Administrative History.**

Ordinance Number 16 passed by the Town of Easton Council on 2/1/1941, establishing a section for an Electrical Code.

Ordinance Number 90 passed by the Town of Easton Council on 2/18/1980, amending Section 21 of Chapter 6: Building Code for Electrical Installations.

Ordinance Number 115, passed by the Town of Easton Council on 2/6/1984, repealed Section 21 of Chapter 6 Building Code on 2/27/1984.

(Ordinance 547 effective July 1<sup>st</sup> 2009)

## **Article IV: Plumbing License.**

**§ 14-25. Plumbing Work - Licensed Plumber Required.** All plumbing work in the Town shall be done by or under the personal supervision of a licensed plumber of the State of Maryland who shall, in addition, be licensed by the Town. (Ordinance 605 effective July 1<sup>st</sup> 2012 and Ordinance 12 effective 1/1/1941)

**§ 14-26. Plumbing License - Application; Fees.** Each application for a plumbers license from the Town of Easton shall be made upon a form obtained from the Town Clerk who shall, if the qualifications set forth in this chapter are complied with, and upon receipt of payment of a fee, issue said license. No license shall be issued for less than a full year's fee. (Ordinance 605 effective July 1<sup>st</sup> 2012, Ordinance 104 effective 3/15/1982 and Ordinance 12 effective 1/1/1941)

**§ 14-27. Plumbing Bond; Indemnification of Town.** Every person, firm or corporation applying for a license to carry on the business of plumbing in the Town shall file a certificate of liability insurance or furnish a bond in the

sum of one million dollars (\$1,000,000.00) per occurrence or accident, whereby the applicant shall indemnify and save harmless the Town from all suits and actions brought against the Town or any officer of the Town for any injury or damage received or sustained by any person in consequence of or resulting from any negligence of work performed by, or materials used by, said applicant, their servants or agents. (Ordinance 605 effective July 1<sup>st</sup> 2012, Ordinance 12 effective 1/1/1941 and 1967 Code by Ordinance 519 aka E-34 effective 5/7/1967)

**§ 14-28. Compliance with Code.** Every plumber licensed by the Town shall comply with the provisions of this Code in all plumbing done within the limits of the Town. (Ordinance 605 effective July 1<sup>st</sup> 2012 and Ordinance 12 effective 1/1/1941)

**§ 14-29. Plumbing License – Administration.** All plumbing licenses are regulated by the License Administration under Article I of Chapter 14. (Ordinance 605 effective July 1<sup>st</sup> 2012)

## **Article V: Gas Fitters License.**

**§ 14-30 Installation - Registration Required.** All persons, firms or corporations who install any gas piping or appliance or other installation for use in connection with tank gas, bottled gas, or any other container used in dispensing any form of liquefied petroleum gas within the corporate limits of the Town shall register with said Town or its designated agent. (Ordinance 603 effective July 1<sup>st</sup> 2012 and Ordinance 54 effective March 15<sup>th</sup> 1962, historical reference 21)

**§ 14-31 Information for Registration.** Registration shall cover the following information which shall be always kept current: (Ordinance 603 effective July 1<sup>st</sup> 2012 and Ordinance 54 effective March 15<sup>th</sup> 1962, historical reference 21)

**§ 14-31.1 Individuals.** Must file the following information: The name and address of the person or persons owning and operating the business, the name under which the business, trades if different from that of its individual owner, and the name of the proper person to be contacted with regard to any matters in connection with any gas installations made within the corporate limits of the Town. (Ordinance 603 effective July 1<sup>st</sup> 2012 and Ordinance 54 effective March 15<sup>th</sup> 1962, historical reference 21)

**§ 14-31.2 Corporation.** Must file the following information: The proper legal name of the corporation, the State of incorporation, the address of its principal office, the name and address of its president, the name and address of its resident agent within the State of Maryland, the name and address of its local manager and a corporate authorization permitting civil suits or criminal proceedings filed on behalf of the Town to be served upon said local manager, or any other person whom the corporation may wish to designate, and the name and address of the proper person to be notified in the event of any emergency involving any of the company's equipment or installations (Ordinance 603 effective July 1<sup>st</sup> 2012 and Ordinance 54 effective March 15<sup>th</sup> 1962)

**§ 14-32. Gas Fitters License – Administration.** All gas fitters licenses are regulated by the License Administration under Article I of Chapter 14. (Ordinance 603 effective July 1<sup>st</sup> 2012)