



TOWN OF OCEAN CITY

DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT

Memorandum

Date: February 20, 2025
To: Citizens and Stakeholders
From: Division of Rental Housing
Subject: **Notice of Proactive Rental Inspection**

Proactive Rental Inspection Program

This year, the Town of Ocean City is updating its rental license inspection program for all properties offering licensed short-term and long-term rentals (OC Chapter 14-174(e)). The Division of Rental Housing will be conducting inspections of all rental properties, with the exception of Hotels, Motels, Lodging and Rooming Houses, and Dormitories.

How Often Will Your Property Be Inspected?

Rental properties will be inspected on a five-year rotation, selected randomly. Inspections will be scheduled for properties between 2025 and 2029. If your property is selected in a given year, you will be contacted by the Division of Rental Housing to schedule the inspection. Once you pass, your Certificate of Rental Compliance (CRC) will remain valid for five years, even if the property changes ownership. If desired, owners can request an inspection earlier than their scheduled year.

How Will the Process Begin?

If your property is selected for inspection, you will receive a notification that an inspection is due. This will be followed by a scheduled inspection month. You will have 10 days to confirm your inspection date after receiving the notification.

How Can You Prepare for the Inspection?

Before the inspection, walk through the property using the checklist provided in the notification letter or available online. This will help you identify potential issues in advance. Make sure to familiarize yourself with the locations of the electrical panels and utility shutoffs. Ensure that heating and water are turned on prior to the inspection.

What to Expect During the Inspection:

On the inspection day, the inspector will walk through the property with you to ensure it meets the Town of Ocean City Property Maintenance Code and local ordinances. If the property passes, a Certificate of Rental Compliance (CRC) will be issued, confirming that the property is up to code and well-maintained.

What Happens if the Inspector Finds Issues?

The goal is to help you bring your property into compliance without resorting to penalties. If there are issues, you will have time to make repairs, as long as you actively communicate with the inspector and work towards compliance. However, if a property owner is negligent or intentionally non-compliant, they may face tickets, administrative hearings, and, in severe cases, court action.

Preparation Checklist for Town of Ocean City Rental Inspection

Exterior		Interior	
Foundation		Yard Areas	
Structurally Sound	<input type="checkbox"/>	Clean/ Maintained	<input type="checkbox"/>
Mortar Joints Intact	<input type="checkbox"/>	Properly Graded	<input type="checkbox"/>
No Damaged	<input type="checkbox"/>	Free of Hazard	<input type="checkbox"/>
Rodent Proof	<input type="checkbox"/>	Free from Debris	<input type="checkbox"/>
Siding / Trim		Driveways / Parking	
No Deterioration	<input type="checkbox"/>	Free of Trip Hazards	<input type="checkbox"/>
No Peeling Paint	<input type="checkbox"/>	Parking unobstructed	<input type="checkbox"/>
Properly Secured	<input type="checkbox"/>	Legal & proper number	<input type="checkbox"/>
Porches/ Stairs/ Decks		Doors	
Structurally Sound	<input type="checkbox"/>	Free of Deterioration	<input type="checkbox"/>
Free of Deterioration	<input type="checkbox"/>	No Peeling Paint	<input type="checkbox"/>
No Peeling Paint	<input type="checkbox"/>	Weather-tight	<input type="checkbox"/>
Proper Guards	<input type="checkbox"/>	Operating Hardware	<input type="checkbox"/>
Handrails	<input type="checkbox"/>	Windows	
No Missing Components	<input type="checkbox"/>	Free of Deterioration	<input type="checkbox"/>
Roofing		No Peeling Paint	<input type="checkbox"/>
No Deterioration	<input type="checkbox"/>	Weather-tight	<input type="checkbox"/>
No Missing Components	<input type="checkbox"/>	No Broken Glass	<input type="checkbox"/>
No Leaks	<input type="checkbox"/>	Operable	<input type="checkbox"/>
Chimneys		Additional structures	
Structurally Sound	<input type="checkbox"/>	Structurally Sound	<input type="checkbox"/>
No Missing Components	<input type="checkbox"/>	Free of Deterioration	<input type="checkbox"/>
Mortar Joints Intact	<input type="checkbox"/>	No Peeling Paint	<input type="checkbox"/>
Gutters / Downspouts		No Broken Glass	<input type="checkbox"/>
No Deterioration	<input type="checkbox"/>	Legal & Proper Use	<input type="checkbox"/>
No Missing Components	<input type="checkbox"/>	Address	
No Leaks	<input type="checkbox"/>	Visible from the street	<input type="checkbox"/>
Proper Drainage	<input type="checkbox"/>	Accurate	<input type="checkbox"/>
		Smoke Detectors	
		Operational	<input type="checkbox"/>
		Installed Inside Bedrooms	<input type="checkbox"/>
		Outside Each Bedroom	<input type="checkbox"/>
		On Each Floor	<input type="checkbox"/>
		Carbon Monoxide Detectors	
		Same Floor Level of Fuel burning Appliance	<input type="checkbox"/>
		15 Feet of Bedrooms in Fuel Heated Dwelling	<input type="checkbox"/>
		Walls & Ceilings	
		No Cracks, Holes & Buckled Surface	<input type="checkbox"/>
		Clean & Painted	<input type="checkbox"/>
		No Peeling Paint	<input type="checkbox"/>
		Stairs	
		Proper Guards	<input type="checkbox"/>
		Handrails	<input type="checkbox"/>
		No Missing Components	<input type="checkbox"/>
		Safe ascent/ descent	<input type="checkbox"/>
		Bathrooms	
		Proper venting	<input type="checkbox"/>
		Free of Mold	<input type="checkbox"/>
		Electrical	
		Properly Installed, Maintained & Functional	<input type="checkbox"/>
		Heating	
		Heating must maintain a room temp of 68 F*	<input type="checkbox"/>
		Plumbing	
		Properly Installed, Maintained & Functional	<input type="checkbox"/>
		Fuel Devices	
		Properly Installed, Maintained & Functional	<input type="checkbox"/>
		Proper Shutoffs	<input type="checkbox"/>
Review Records			
Building layout & occupancy ensure compliance to building plans & issued certificate of occupancy			
Day of Inspection			
Person accompanying the inspector must be able to demonstrate the operating of any equipment on-site.			
All gates must be open to allow the building inspector onto the property prior to their arrival.			
The inspector needs access to all areas of the property for a complete inspection.			
There must be a clear view of all kitchen and bathroom fixtures and appliances.			
There must be a clear view of all piping, drains, and conduits servicing all fixtures and appliances.			
There is a clear view of windows and doors. Drapes, curtains, & shades should be opened.			