



City of Chamblee Multifamily Inspection Program

Effective December 17, 2019, the City of Chamblee requires all owners of multifamily rental properties that receive income for use of five or more multifamily rental units to submit a code compliance certificate and inspection report for 25% of units each year. This will result in all units being inspected over a four-year period. For newly constructed multifamily rental properties, inspection reports are not required for the first four years of operation following issuance of a Certificate of Occupancy. Property owners must demonstrate compliance with these requirements at the time of occupational tax certificate renewal or no later than April 30th of each year.

Requirements

- Inspections must be performed by a qualified inspector.
- Inspections must be performed within the past 12 months and shall be based on the latest adopted codes and standards as indicated on forms provided by the City.
- Reports must be submitted in electronic format.
- Reports must include the following documents:
 - o Code Compliance Certificate;
 - o Copy of inspector's Business License or Occupational Tax Certificate;
 - o Certificate of Insurance of Liability Insurance for inspector;
 - o List of all units indicating which units were inspected during the most recent inspection and which units were inspected during prior inspection; and
 - o Copy of Multifamily Inspection Checklist for each unit inspected.
- Submit the report prior to or at the time of applying for a new occupational tax certificate or renewal. Failure to submit a report or incorrect information on a report could result in code enforcement citations.
- Provide all documentation prior to April 30 each year.

Where can I find more information?

- Complete Code of Ordinances can be found at <https://library.municode.com/ga/chamblee>
 - o Section 18-192: Fee and certificate required
 - o Section 18-195: Certified building inspector requirements
 - o Section 18-196: Interior evaluations of multifamily rental units
- Visit the Planning and Development webpage at <https://www.chambleega.com/213/Code-Enforcement> and scroll to Multifamily Inspection Program
- Contact the Code Enforcement Coordinator at code_enforcement@chambleega.gov.

Chapter 18 – Buildings and Building Regulations

ARTICLE VI. – STANDARDS FOR MULTIFAMILY RENTAL HOUSING

Sec. 18-191. - Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Building official means the chief building inspector for the city.

Certified building inspector means any person inspecting for compliance with this article who is certified pursuant to section 16-195.

Code compliance certificate means a certificate, executed by a certified building inspector and stating compliance with those minimum standards described in the inspection report attached thereto.

Inspection report means the report attached to the code compliance certificate describing minimum requirements for inspection of each multifamily rental unit in the premises.

Lease means any written agreement which sets forth any and all conditions concerning the use and occupancy of multifamily rental dwellings or multifamily rental units.

Multifamily rental dwelling means any structure, building, or other facility containing five or more multifamily rental units that is leased to a tenant or tenants for use as a home, residence, or sleeping unit. This definition includes, but is not limited to, multiple-family dwellings, multiple-family apartment units, boardinghouses, rooming houses, group homes, and flats.

Multifamily rental unit means any one area, room, structure, flat, apartment, or facility of a multifamily rental dwelling that is being leased or rented to only one tenant, group of tenants, or family under one lease, or under terms of joint and severable liability.

Occupant means all tenants, lessees and persons residing within a multifamily rental unit.

Owner means any person, agent, firm, corporation or other entity having a legal interest in a premise.

Owner-occupied means any part of a structure used as living quarters by the owner of said structure where other parts of the structure are used as multifamily rental units.

Premises means any lot or piece of land that includes a multifamily rental dwelling or multifamily rental units.

Sec. 18-192. - Fee and certificate required.

- (a) *Occupational tax.* All owners of multifamily rental dwellings or multifamily rental units within the city that receive income for use of five or more such multifamily rental units and meet the requirements of O.C.G.A. § 48-13-5 for having a location or office within the city shall be subject to an occupational tax as provided in chapter 22 and shall provide to the city, prior to April 30, 2020, a code compliance certificate covering 25 percent of the multifamily rental units based on inspections conducted within the 1-year period immediately preceding the date of the code compliance certification. Said code compliance certificate shall be certified by the owner and the certified building inspector that all multifamily rental units have been inspected and are in compliance with those standards contained in the code compliance certificate and inspection report. New multifamily rental dwellings or multifamily rental units are exempt from the interior evaluation requirements described herein, provided proper permits are obtained from the city, for four years after the date of the certificate of occupancy issued by the city.
- (b) *Inspection.* Upon initial inspection of such multifamily rental dwellings or multifamily rental units, should a certified building inspector determine that further work is necessary to comply with the minimum standards set forth herein, an acceptable plan shall be submitted to the building official,

outlining the time and scope of work necessary to bring the units into compliance. If such plan is accepted by the building official as reasonable and justified, an extension may be granted for up to one year for completion of repairs and compliance with this article. Notwithstanding anything to the contrary contained herein, no extension shall be granted for noncompliance of life safety code issues and any such multifamily rental units containing such noncompliant life safety issues shall not be leased until brought into full compliance with the minimum standards contained in this chapter and re-certification provide to the building official by the owner.

- (c) *Code compliance certificate.* Each owner shall submit a code compliance certificate annually, commencing with their 2020 occupational tax certificate renewal. Such subsequent code compliance certificate shall cover at least one fourth of the multifamily rental units in the premises, based on inspections conducted within the 1-year period immediately preceding the date of the code compliance certificate, provided all multifamily rental units contained in the premises shall be inspected, at a minimum, every four years. All multifamily rental units inspected shall be listed individually on the code compliance certificate submitted to the city by the owner. Units shall be inspected in numeric, alphabetic or some other acceptable sequential order (i.e. building number, address number, etc.) until all units are inspected over each four-year period unless an alternative method is accepted by the Planning & Development Department prior to the inspections.
- (d) *Written record of inspection.* Furthermore, each owner shall keep a written record of all inspections for each multifamily rental unit including the date of the inspection, items inspected and all violations, if any, observed. In addition, the most recent copy of the inspection reports for the multifamily rental units shall also be maintained at the premises. Such records shall be presented to the city within ten business days after such request is made in writing to the owner at the contact address listed on the code of compliance certificate. Failure to provide such records shall nullify the code compliance certificate for those multifamily dwelling units included in the request.
- (e) *Authority to audit and inspection warrants.* The building official or designee shall have the authority to inspect the interior of those units that are included in each annual code compliance certificate submitted to the city pursuant to subsection (c) of this section when there is probable cause to believe there has been a violation of this chapter or other applicable code sections. Said inspection may, at the discretion of the building official, include such number of submitted units included in the code compliance certificate as determined by the building official or its designee. Once determined that an audit inspection will be conducted, the building official shall give written notice to the certified building inspector issuing the code compliance certificate, the owner and/or the property management company of the date of the inspection which inspection shall take place, which shall be no sooner than seven days from the date of the notice and shall be conducted on from 9:00 a.m. to 5:00 p.m. during weekdays, other than nationally recognized holidays. The written notice shall state that the owner and/or property management company shall have the right to refuse the inspection and the building official or designee's right to seek issuance of an inspection warrant in the event of any such refusal. The owner, the certified building inspection or a member of the property management company shall be available to accompany the building official during the inspection. In the event the owner and/or property management company refuses inspection, the building official or designee shall have the right to seek issuance of an inspection warrant from a judge of the municipal court in accordance with section 120-3.

Sec. 18-193. - Failure to provide code compliance certificate.

- (a) Failure to provide the code compliance certificate as provided herein shall be a violation of this chapter and is subject to those penalties contained herein and in section 120-7.
- (b) Further, said failure, upon a judicial determination, shall be a condition constituting probable cause, and may subject said multifamily rental dwelling or multifamily rental units to inspection by the building official, at a fee as determined by the governing body of the city, that includes all costs of such inspection by the city. Said inspection by the city, if required, shall be performed at the sole cost of the owner and failure to pay said cost shall result in a lien being placed on the premises as provided for in city Code. Nothing contained in this chapter shall prevent the city from enforcement of

the state minimum standard codes as provided in this chapter during the city's inspection of the multifamily rental units.

- (c) Failure to pay the occupational tax as provided herein shall be a violation of chapter 15 and is subject to those penalties set forth in chapter 22 and as otherwise provided in the Code.

Sec. 18-194. - Penalty for false certification and false inspection.

- (a) An owner who knowingly furnishes a code compliance certificate to the city which contains a false certification that any multifamily rental dwellings or multifamily rental unit inspected are in compliance with those standards contained in the code compliance certificate shall be guilty of a violation of this chapter for each multifamily rental dwelling or multifamily rental unit for which the code compliance certificate is shown to be false and can be fined by the court for each dwelling or unit as established by the official City fee schedule.
- (b) A certified building inspector who knowingly, recklessly, or negligently furnishes an inspection report which contains fraudulent information that a multifamily rental dwelling or multifamily rental unit meets the minimum standards of this chapter, shall be guilty of a violation of this Code, may be subject to the provisions of section 120-7 and may be fined, by the court for each violation for each dwelling or unit as established by the official City fee schedule, each dwelling or unit shall constitute a separate offense. In addition, the certified building inspector's right to submit inspection reports to the city shall be suspended for a stated prior of time, up to five years.
- (c) A property manager who knowingly furnishes a code compliance certificate to the city which contains a false certification that any multifamily rental dwelling or multifamily rental unit inspected are in compliance with those standards contained in the code compliance certificate shall be guilty of a violation of this chapter for each multifamily rental dwelling or multifamily rental unit for which the code compliance certificate is shown to be false and can be fined by the court for each violation for each dwelling or unit as established by the official City fee schedule..

Sec. 18-195. - Certified building inspector requirements.

All inspectors wishing to submit or participate in the city's multifamily rental housing evaluation program must comply with the following requirements:

- (1) The inspector must be a licensed design professional (architect or engineer) or hold one of the following certifications from the International Code Council (ICC): property maintenance and housing inspector, housing rehabilitation inspector, building inspector, building plan examiner or commercial combination inspector.
- (2) The inspector must submit a copy of his business license or occupational tax certificate and certificate of insurance of liability insurance with each submitted code compliance certificate.

Sec. 18-196. – Interior evaluations of multifamily rental units.

Interior evaluations shall be conducted to ensure compliance with the latest adopted edition of the International Property Maintenance Code, the Life Safety Code (existing provisions) and the International Fire Code and other referenced standards contained herein as required on forms provided by the City, as updated from time-to-time.

Secs. 18-197—18-210. - Reserved.



CITY OF CHAMBLEE MULTIFAMILY INSPECTION CHECKLIST

Name of Community: _____ Address: _____

Building Number: _____ Unit Number: _____ Date of Inspection: _____

Current Occupancy: Occupied Vacant

	Minimum Standards for Basic Equipment & Facilities for Dwellings (Refer to IPMC for additional details)	PASS	FAIL	Action Required for Compliance
1.	Flooring is impervious in kitchen and bath areas			
2.	Privacy for bathrooms			
3.	Hot and cold water supply			
4.	Heating facilities in good working order, no unvented heating appliances in sleeping rooms			
5.	Garbage disposal facilities (trash cans or sink grinder for food stuff disposal)			
6.	Smoke detector devices as required by law			
7.	Windows, 8% glazing of floor space for light and ventilation, 45% shall be operable with screens if no air conditioning. Windows shall be in good repair and rodent proof, no open cracks or holes			
8.	Plumbing facilities including kitchen sink, lavatory, tub or shower, and water closet, are clean and sanitary and are in good working order			
9.	Electrical in good working order with proper covers, no exposed wiring, existing light fixtures in good working order			
10.	Both interior and exterior doors, jams and hardware in good working order			
11.	Stairs in good working order with protective railings (interior and exterior)			
12.	Interior floors, walls and ceiling kept in good repair			



13.	Proper number of residents per bedroom as required by law			
14.	Extermination as needed			
15.	Exit requirements, unobstructed means of egress leading to safe and open space			
16.	Care of premises requires property to be generally maintained with no excessive trash, rubbish or similar items			
17.	Address numbers posted and in plain view			
18.	In compliance with all other applicable City of Chamblee latest adopted codes and standards (IPMC, Life Safety, International Fire Code, Building Codes)			

Notes: _____

I certify that the above is valid and true and that the above referenced unit has been inspected for compliance with the provisions contained on this form.

Inspector Name: _____ Inspector Signature: _____