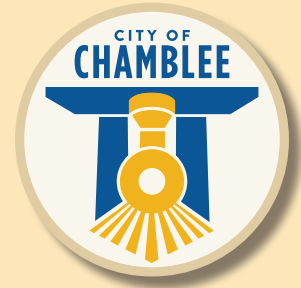


CODE ENFORCEMENT GUIDE 2023

<https://www.chambleega.com/213/Code-Enforcement>

Code Enforcement Division Update



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The Code Enforcement Guide provides a brief overview of the most common code violations and questions, as well as the applicable section of the Unified Development Ordinance (UDO).

The language contained in this document is not intended to substitute for the actual regulations, but to serve as a summary. If you have specific questions, please call the city staff, or consult the online version of the UDO.

For complete details and a full list of City of Chamblee codes referenced within this document, please visit the following: Unified Development Ordinance (UDO): https://library.municode.com/ga/chamblee/codes/code_of_ordinances



INTRODUCTION

The goal of the Chamblee Code Enforcement Division is to obtain voluntary compliance. Code Enforcement activities are intended to be carried out fairly, with sensitivity, and in a timely manner. Although Code Enforcement is handled by several city departments, most of them are enforced by the Planning & Development Department's Code Enforcement Division.

HOW DO YOU REPORT A CODE ENFORCEMENT VIOLATION?



Any resident, business, property owner, City staff member, Mayor, or City Council member can file a complaint alleging a violation of the City codes. The names of persons making a complaint are maintained with confidentiality by the city and are not released except during litigation or through an open records request. The city will accept anonymous complaints.

There are several ways to file a Code Enforcement complaint, including the following:

Submit an Online Service Request with the City of Chamblee GovAlert Mobile App:

Visit Google Play Store or the Apple Store to download.

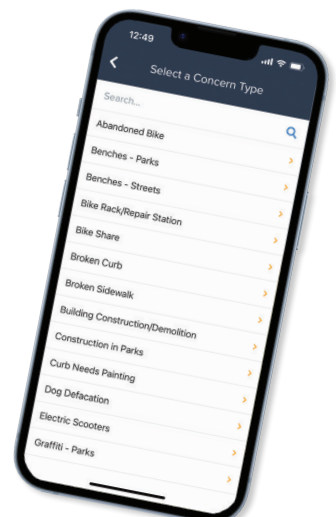
Don't Want to Use the Mobile App? Feel free to submit an online service request using the City of Chamblee Service Web Portal instead of the mobile app.

Visit <https://www.govpilot.com> or the **Gov Alert App**

Telephone: (770)986-5009 • Email: code_enforcement@chambleega.gov

In Person: Planning & Development, 3518 Broad Street, Chamblee Ga, 30341

Please note: Code Enforcement handles these issues between 8 a.m.-5 p.m.; Monday-Friday. If you need assistance outside these hours or on the weekend, please call the Police Department non-emergency number at 770-986-5002. For emergencies, please call 911.



WHAT IS THE CODE ENFORCEMENT PROCESS?

Here's how the process works:



NUISANCES ■

All property must be maintained in a clean and sanitary condition, free of junk, litter, refuse, and overgrowth. The responsibility to maintain the property is with the owner, the resident, and the person in control of the property.

(City Code section 310-30)

VEGETATION AND DEBRIS ■

VEGETATION

There shall be no dead or hazardous trees, shrubs, ground cover or weeds likely to harbor vermin or insects, create a health menace or fire hazard, restrict or impede access to or public use of adjacent sidewalks and streets, obstruct traffic-control devices and fire hydrants, or pose risk of physical injury to the public. (City Code Section 18-77(a))

TALL GRASS & WEEDS

Grass and weeds within 150 ft of any building or structure shall not exceed 12 inches in height. It is the responsibility of the property owner and occupant to maintain the property lawn. (City Code Section 18-77(b))

DEBRIS

The property owner and/or occupant shall not allow any trash, junk, unused storage, scrap metal, etc., to be maintained on the property for more than seven days.

(City Code Section 18-77(c))

INOPERABLE VEHICLES ■

No owner or occupant of any premises shall park any inoperable vehicle or permit any other person to park any inoperable vehicle on the owner's or occupant's premises for more than 72 hours unless the inoperable vehicle is parked in an enclosed structure. No person shall park any inoperable vehicle upon any public street, alley, or other public property.

(City Code Section 18-75a)



ACCUMULATION OF JUNK ■

It shall be unlawful for any owner or resident of any property in the city to permit to accumulate on such property, any dilapidated furniture or appliances, machinery or equipment, automobiles which is either in a wholly or partially rusted, wrecked, junked, dismantled or inoperative condition.

(City Code Section 58-7)



ADDRESSES ■

The property owner is required makes sure the street number of every house or building in the city is clearly visible from the street to pedestrians and vehicles going in either direction.

(City Code Section 78-1)

ANIMALS

Animals Running at-large: The owner of an animal, or any persons having an animal in their custody, may not allow that animal to run at-large unattended on the streets and highways of the city, or on the property of another person's without the permission of the owner or the person in possession of that property. (City Code Section 14-7)

Animal Services: DeKalb County Animal Enforcement Services provides domestic animal control services for the City of Chamblee. Contact DeKalb Animal Enforcement officers by calling 404-294-2996, Monday-Friday from 8:30 a.m.-5:00 p.m., Saturday-Sunday, emergencies only.

To report animal cruelty, call the Cruelty Report Hotline at 404-294-2939, Monday-Friday from 8:30 a.m.-4:30 p.m. Officers are available after regular hours for emergencies only. Emergencies include animal cruelty, animal bites, etc. They cannot respond to calls from owners wanting to surrender their own animals. If you need to surrender your pet, please visit the DeKalb County Animal Services webpage at www.dekalbanimalservices.com, to provide you with more information.

KEEPING OF ANIMALS

Up to three small animals (cats, dogs, rabbit, goats, etc.) are allowed to a dwelling unit or business establishment. On lots of 20,000 sq.ft or more, up to four small animals are allowed. Goats may be kept if they are Miniature, Dwarf, or Pygmy. Only one potbelly pig is allowed and must be no greater than 22 inches in height and weigh no more than 150 pounds. (City Code Section 240-7(9))

Chickens

Any domestic fowl may be kept on any lot in addition to the small animals allowed. Roosters are not allowed. (City Code Section 240-7(9)(b))



Farm Animals

Cows, horses, sheep, and other similar farm animals are limited to properties having a minimal lot area of three acres. Any structure, pen, corral, or other building appurtenant to the keeping and raising farm animals must be located a minimum of 200 ft from any property line. On these lots, one farm animal for every 10,000 sq.ft of lot area is permitted. Pigs other than potbelly pigs, are not allowed. (City Code Section 240-7(9)(c))

As part of their animal control services, DeKalb County Animal Enforcement Services handles the following:

- Dog bites
- Injured animals
- Cruelty or neglect of animals
- Dangerous or vicious animals
- Dog and/or cockfighting
- Loose animals
- Leash law violations
- Welfare checks
- Excessive animal noise
- License/rabies vaccination violations

NOISE

Noncommercial or non-industrial power tools used for landscaping or yard maintenance shall not be operated between the hours of 9:00 p.m. and 7:00 a.m., or on Saturday or Sunday before the hour of 8:30 a.m. (City Code section 310-42(a)(1))

Commercial or industrial power tools used for landscaping or yard maintenance shall be operated with a muffler and all motorized equipment uses in these activities shall not be operated on a residential property or within 250 feet of a residential property line, between the hours of 7:00 p.m. and 7:00 a.m. on the weekdays, or before the hour of 9:00 a.m., or after the hour of 5:00 p.m. on Saturday. Sundays are not allowed unless such activities are deemed an emergency or meets the sound level limitations. (City Code Section 310-42(a)(2))

Construction and demolition activity shall not be performed between the hours of 7:00 p.m. and 7:00 a.m. on weekdays and before the hour of 9:00 a.m. or after the hour of 5:00 p.m. on Saturdays. Sundays are not allowed unless such activities are deemed an emergency or meets the sound level limitations. (City Code Section 310-42(a)(3))

Construction and demolition activity shall not be performed on the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day, unless such activities are deemed emergency work. (City Code Section 310-42 (a)(4))

Domesticated animals may not make any vocalizations (including barking, baying, howling, crying, or make any other noise) for more than ten minutes without being interrupted or more than 30 minutes if interrupted. (City Code Section 310-42(a)(5))



SOLID WASTE

The City of Chamblee Public Works Department provides residential sanitation services 5 days a week, 7 a.m.- 3:30 p.m. Each household is assigned a collection day in which garbage, recycling and yard waste are collected. Leaf debris is collected the following day.

TRASH CANS

Garbage and recycling must be placed in an official City of Chamblee roll cart for pickup. Households are provided with one complimentary 65-gallon or 95-gallon trash cart and one 65-gallon recycling cart. 35-gallon garbage and recycling carts are reserved for residents who meet American with Disabilities Act (ADA) requirements or are physically unable to use a large cart.

PREPARATION AND STORAGE FOR COLLECTION

All garbage shall be free from liquid and placed in a watertight plastic bag with the top securely closed. Other household refuse will be containerized in a disposable container (box, watertight or plastic bag).

(City Code Section 74-102(1))





YARD WASTE

Tree branches and heavy brush which will not fit into containers shall be cut in lengths not exceeding four feet in length and stacked in a compact pile on the parkway in front of the residence adjoining curb only, and not extending into the street. Sticks, hedge clippings and small brush shall be gathered into bundles and tied securely so that each bundle does not exceed four feet in length, nor weigh more than 50 pounds. The city will not collect logs and limbs over four inches in diameter or over four feet long.

(City Code Section 74-102(2))

Note: Noncombustible trash and liquids will not be collected by the city. (City Code Section 74-102(3))

All refuse receptacles, except single-use paper or cardboard boxes, shall be kept clean and free of accumulated waste and shall be treated with an effective insecticide if necessary to prevent nuisance. (City Code Section 74-102(4))

PLACEMENT

It shall be the duty of the occupant of any single residential unit, condominium or multiple residential units not serviced by a commercial container to place the refuse receptacles at a front curbside location on the assigned collection day

before 8:00 a.m., or to the arrival of the sanitation trucks. This placement shall not be made before 5:00 p.m. of the following day. (City Code Section 74-102(5))

It shall be the duty of the occupant to remove containers from the curbside location and return the container to its storage location. The storage location shall be nearest to the residential unit located on the premises and not the street. The removal shall be accomplished no later than 7:00 p.m. on the day the contents are emptied and collected.

(City Code Section 74-102(6))

Note: It shall be unlawful to place in any refuse can or container any acid, explosive material, inflammable liquid or dangerous or corrosive material of any kind.

(City Code Section 74-102(8))

1. Place all items inside the cart, close the lid completely and safely **ROLL** the cart to the edge of the curbside.
2. **PLACE** the cart at the edge of the curbside with the wheels and handle facing the residence and the lid opening toward the street.
3. Make sure there is nothing in front of the cart and at least three feet of **SPACE** or clearance on all other sides.

FENCES AND RETAINING WALLS



A building permit is needed for all fence construction and for a retaining wall more than four feet in height. The City of Chamblee regulates the requirements regarding materials, height, and placement of fences and retaining walls.

(City Code Section 230-6)

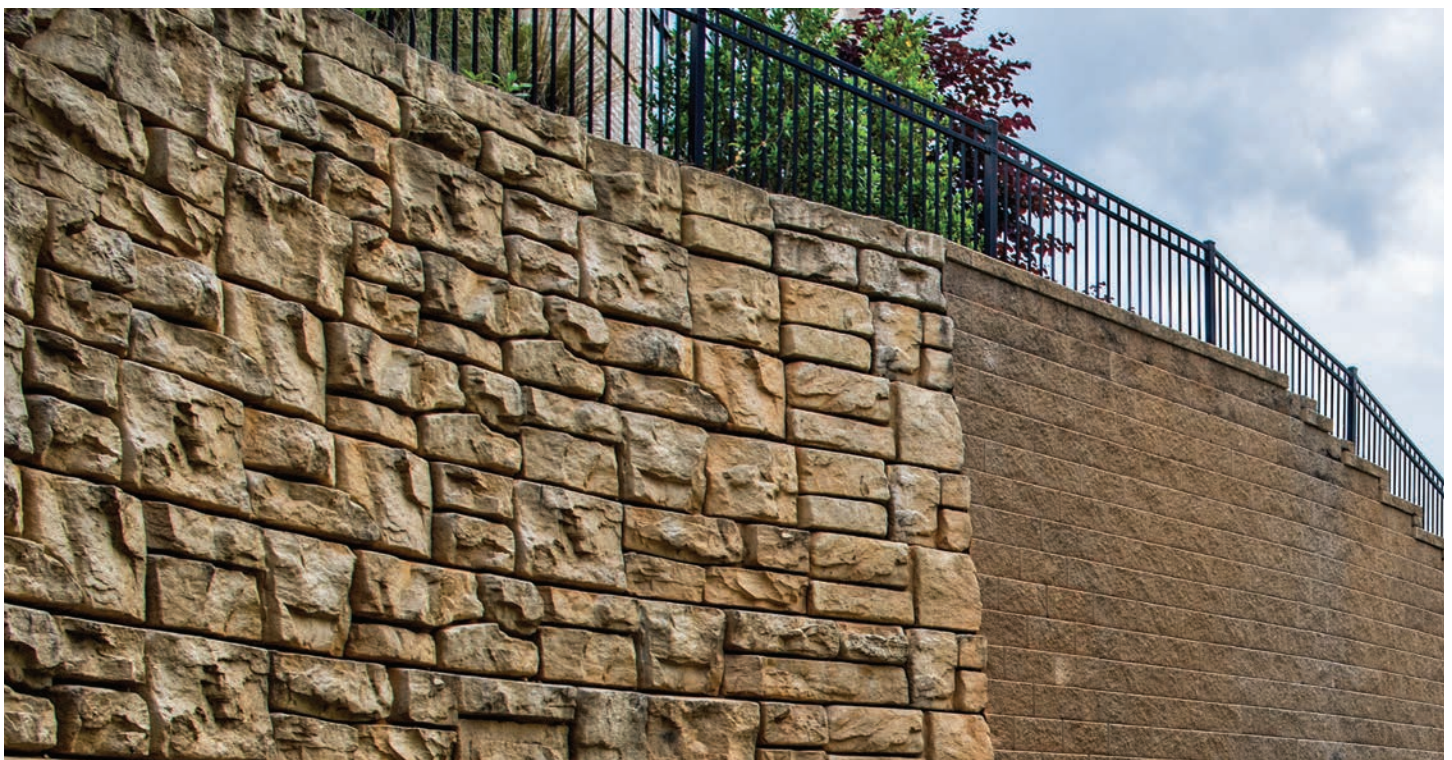
All fences and walls shall remain in good repair. Razor wire shall be prohibited on all fences and walls. Barbed wire shall be prohibited in all zoning districts except for the Airport district. No chain link fence or similar elements shall be visible from any public plaza, ground-level or sidewalk-level dining area, or public right-of-way, unless located on property of an agricultural or industrial use. Electric fences shall be prohibited.

FENCES AND RETAINING WALLS

Fences in the front or street side yard shall not exceed four feet in height and shall not extend into the public right-of-way. Fences in the front or street yard shall not be made of wire, woven metal, or chain link, unless located on property of an agricultural or industrial, use. All other fences shall be ornamental or decorative fences constructed of brick, stone, stucco, split rail, wood, aluminum, or wrought iron. Fences in interior side and rear yard shall not exceed eight feet in height. If a fence is constructed of chain link or other metal fencing in the interior side and rear yard, the fencing shall be vinyl, powder-coated, or galvanized. (City Code Section 230-6(c)(1)(2))

RETAINING WALL HEIGHT AND MATERIALS

Retaining walls shall not exceed four feet in height. A retaining wall located within 10 feet of a sidewalk along a public street shall not exceed two feet in height. Retaining walls shall not exceed eight feet in height in the interior side and rear yards where the profile is visible from either the right-of-way or on a lot not part of the subject development. Retaining walls visible from the public right-of-way shall be constructed of decorative concrete modular block or shall be faced with stone or brick or textured cement masonry. Height of both retaining walls and fences shall be measured from the grade plane. (City Code Section 260(d))





TREE REMOVAL

When there is a dispute between neighbors about a perceived hazardous tree, **this will be considered a civil issue. The City of Chamblee will not intervene unless an arborist has determined the tree a safety hazard.** In addition, if a tree falls from your neighbor's property onto your property that is also a civil matter, and each property owner is responsible for cleaning up any debris on his/her property. It is recommended that property owners contact a tree removal service, an arborist, their homeowner's insurance company, or an attorney for advice on how to handle these situations.

Permitted removal of trees on Your Property: Up to five non-specimen trees may be removed from a single property in one calendar year without a permit. If a homeowner wants to remove more trees or a specimen tree (including a specimen tree that is considered a hazardous tree), a permit shall be required. Refer to the tree removal permit exemptions and whether your plans apply.
(City Code Section 320-30)

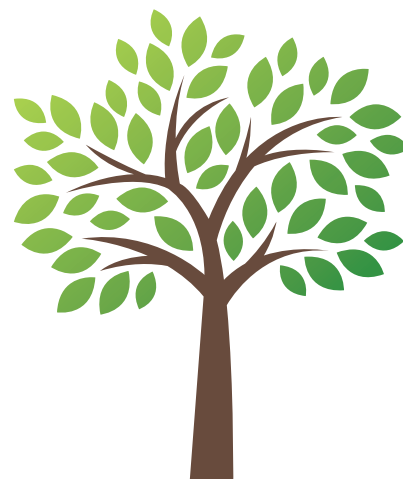
WHAT IS A SPECIMEN TREE?

A specimen tree is any tree in fair or better condition, which qualifies for special considerations for preservation due to size, species, or condition, and which meets one of the following:

- Harwood (oak, poplar, sweetgum, etc.) 24" Diameter at breast height (DBH) or larger.
- Softwood (pine, cedar, cryptomerias, etc.) 30" DBH or larger.
- Understory (dogwood, redbud, sourwood, etc.) 4" DBH or larger.

If you're not sure whether a tree is a specimen tree, please contact the Planning and Development Department at 770-986-5010.

(City Code Section 320-35)





PARKING

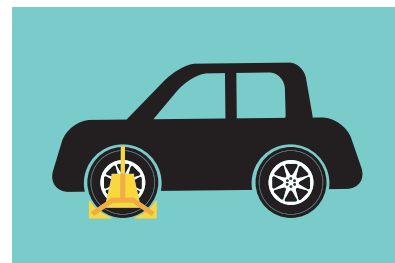
Residential Parking: Parking any automobile, motorcycle, motor vehicle or trailer shall not be allowed in the front yard, side yard, or rear yard unless parked on a concrete, asphalt, gravel, or paved driveway. It shall be unlawful to park any of these vehicles on grass, lawn, or dirt areas. Commercial vehicles may be kept on a residential zone if such vehicle is parked or stored within a fully enclosed structure that meets the criteria of the zoning district, if such vehicle is temporarily parked or standing for up to eight hours, or such vehicle is engaged in loading or unloading. (Code Section 250-12)

Parking prohibited in Specified Places: No person shall stop, stand or park a vehicle on a sidewalk, in front of or within three feet of a public or private driveway, or such manner as to block ingress or egress, within an intersection, 15 feet of a fire hydrant, within any area marked as a coach or bus stop, within 30 feet of the approach to any flashing beacon, stop sign or traffic-control signal located at the side of a roadway, between a safety zone and the adjacent curb or 30 feet of points on the curb, within 20 feet of the driveway entrance to any fire station, alongside or opposite any street excavation or obstruction when stopping, standing, or parking would obstruct traffic, on the roadway side of any

vehicle stopped or parked at the edge or curb of a street, at any place where official signs prohibited stopping, a space of 30 feet in front of each entrance of any hotel, theater, school or church, at any curb marked red or yellow or by direction of the city manager and chief of police, at any place prohibited by the city manager and chief of police by official signs or markings, between the front building restriction line and the front property line except on a bona fide paved or graveled driveway. No person shall park at an angle any vehicle 24 feet or more in length on any street or roadway in the city. (City Code Section 86-104)

Parking not to obstruct

traffic: No person shall park any vehicle upon a street, other than an alley, in such manner or under such condition as to leave available less than ten feet of the width of the roadway for free movement of vehicular traffic. (City Code Section 86-105)



SOLICITATION-DOOR-TO-DOOR

Anyone wishing to operate door-to-door solicitation for commercial purposes must first obtain a permit through the City's Police Department. This restriction does not apply to charitable, nonprofit, corporations registered with the Secretary of State or tax-exempt organizations which have been recognized as such by the Internal Revenue Services of the United States Treasury Department.

(City Code Section 22-201(a)(b))

Door-to-Door solicitation is restricted to 10 a.m. to 6 p.m., Eastern Standard Time, Monday through Saturday. Solicitation is not allowed anytime on Sunday, or on a state or national holiday. Visit <https://www.chambleega.com/calendar.aspx>

(City Code Section 22-205(d)(1))



BUILDING APPLICATION WORKFLOW

1. Official Submittal	<ul style="list-style-type: none">• Receive application, construction plans & documents• Process application & Payment of plan review fees• Route for plan review
2. Plan Review	<ul style="list-style-type: none">• Residential plan reviews are completed within 5 business days• Transmit plan review comments letter or approval letter to applicant and property owner
3. Revisions Required	<ul style="list-style-type: none">• Process revised plans & documents based on comments letter• Subsequent plan reviews completed within 3 business days (goal)• Plan approval letter forwarded to applicant and property owner
4. Permit Issuance	<ul style="list-style-type: none">• Receive all required documents & permit fees• Issue permit, job card (inspection list), & approved plans

BUILDING PERMIT & INSPECTION

A permit is required to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure. A permit is also required to erect, install, enlarge, alter, repair, remove, convert, or replace any electrical, gas, mechanical, or plumbing system. (City Code Section 18-11(a)(1))

The permitting process typically includes a building plan review and inspection of projects from the beginning of the construction to the issuance of a certificate of occupancy or completion. Permit applications are accepted through the Permitting Division of the Planning & Development Department Monday through Friday, 8:30 a.m. to 5 p.m. Applications may be submitted in person, via email at chambleedevelopment@chambleega.gov, or through the online portal at <https://chamblee.portal.iworq.net/portalhome/chamblee>.

Once your permit application has been approved and issued, request an inspection by visiting the Chamblee online citizen portal at <https://chamblee.portal.iworq.net/CHAMBLEE/permits/601>. Inspections should be made before 4 p.m. Requests submitted by 4:00 p.m. Monday through Friday are generally scheduled for the following business day. Inspections made after 4 p.m. on Friday will be scheduled for the following Monday.

If you have any questions or need assistance, please contact the Planning and Development Department at (770) 986-5010 or chambleedevelopment@chambleega.gov.





SOIL EROSION CONTROL

All land disturbance projects must prevent sediment from moving beyond the boundaries of the property where the project is located. Permits are required for most projects, but there are some exemptions. Projects involving less than 5000 square feet of disturbed area are exempt from the land disturbance permits. However, this exemption does not apply to any land-disturbing activity within a larger common plan of the development or sale with a planned disturbance of equal to or greater than one acre, or within 200 feet of the bank of any state waters. (City Code Section 310-2(a)(8))

LAND DISTURBANCE PERMITS

A minor land disturbance permit may be required in lieu of a full land disturbance permit for all land-disturbing activities under 5,000 square feet. The Planning and Development Director may waive land disturbance requirements for land-disturbing activities under 500 square feet.

(City Code Section 300-45(d)(e))

Minor land disturbance activities such as home gardens and individual home landscaping, repairs, maintenance work, fences, and other related activities that result in minor soil erosion are allowed on individual homes without a permit if the above criteria are met.

Permit applications are accepted through the online citizen portal at <https://chambleeplanning.portal.iworq.net/portalhome/chambleeplanning>, Monday through Friday 8:30 a.m. to 5 p.m. Applicants must include their erosion, sedimentation, and pollution control plan with all supporting data, as necessary.

BUSINESS REGISTRATION



A Business License (Occupation Tax Certificate) is required for each person engaged in business, trade, or occupation that has an office location in the City of Chamblee. This includes home-based or commercial/traditional-based business. The certificate must be

displayed on the business premises. (City Code Section 22-3)

HANDBILLS

No handbill (such as fliers, pamphlets, brochures, etc.) may be distributed unless the receiver is willing to accept it. Handbills may not be placed on unoccupied vehicles or where a "NO HANDBILLS" insignia is displayed or where it may be carried away by the elements. Handbills are not allowed on any inhabited private premises if the mailbox is specifically marked with the identifying City of Chamblee green sticker, which signifies the occupant does not wish to receive handbills. (City Code Section 74-32)

SIGNS

Prohibited Signs: It is unlawful to place any sign on public property. Any sign posted or erected on utility poles, public rights-of-way or any other public property is not allowed, except those placed or approved to be placed by agencies of the federal, state, or local government having control of such property. See a list of prohibited signs the city has regulated. (City Code Section (260-5))

Monument and/or Wall Signs: Monument signs are free-standing signs advertising a business. Wall signs are mounted on a wall. To post, display, change, or erect a permanent monument or wall sign, a sign permit must be obtained before installing. The Planning & Development Department can assist with specified guidelines and restrictions about permanent signs in various zoning districts. They can be reached by emailing chambleedevelopment@chambleega.gov.

Sign Permit and Applications: In addition to a building permit as may be required under the building code, a sign permit shall be obtained prior to installation, relocation, expansion, construction or structural alteration of any sign regulated under this chapter except for those signs specifically exempted. (City Code Section 260-13)

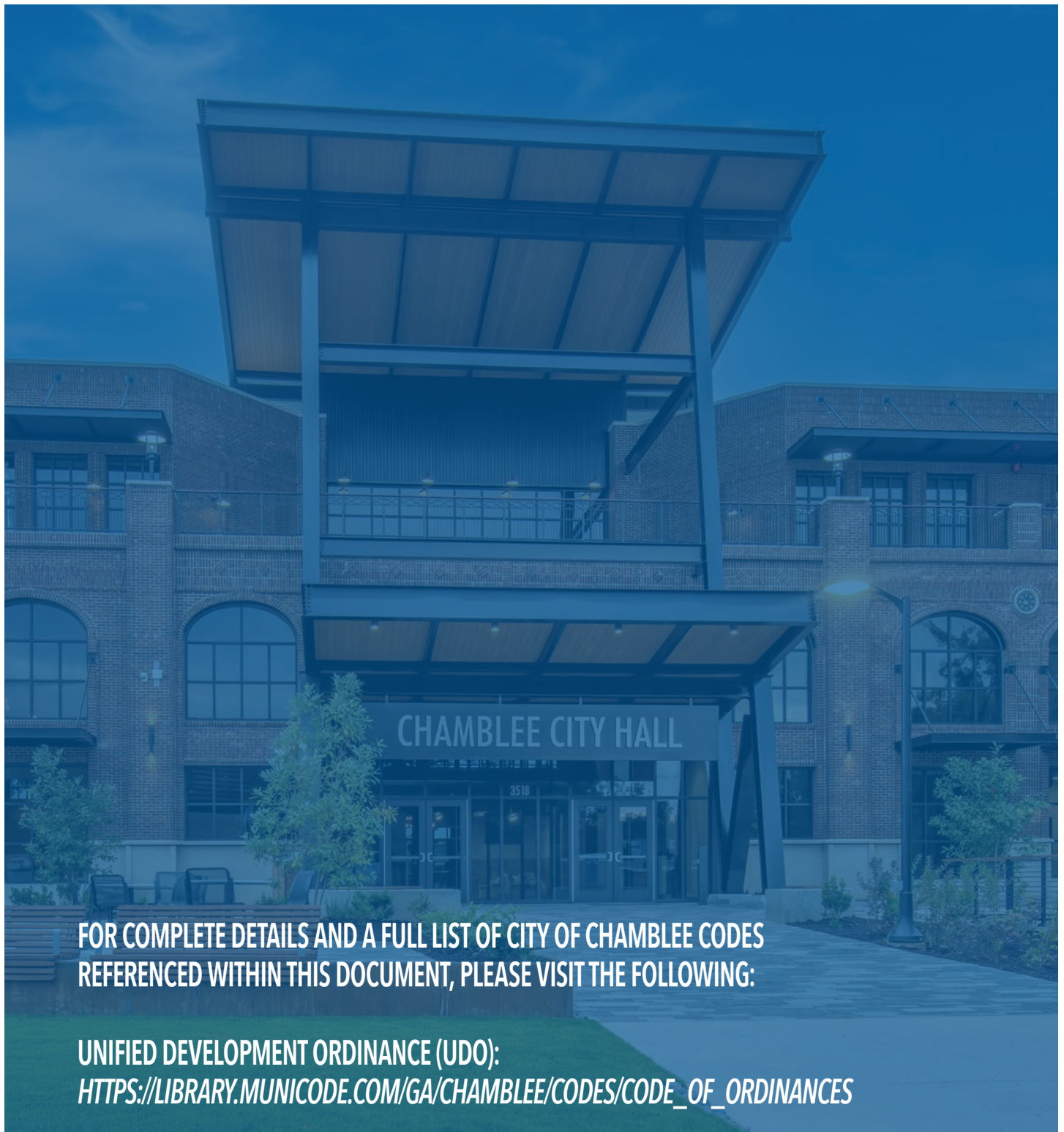
Permit applications are accepted through the Planning & Development Department Monday through Friday, 9 a.m. to 5 p.m. Paper copies of this permit application will not be accepted. All temporary sign permit applications must be emailed to chambleedevelopment@chambleega.gov. Temporary sign permits may also be requested online by visiting the City's permit portal at <https://chamblee.portal.iworq.net/portalhome/chamblee>.



SWIMMING POOLS

Swimming pools and associated decking or patios are allowed and require a building permit to be issued prior to starting construction. The property must be fenced to prevent uncontrolled access. The structure of the pool and water surface must be located at least 10 feet from any side or rear property line and cannot be in the front yard. (City Code Section 240-7(b)(6))





FOR COMPLETE DETAILS AND A FULL LIST OF CITY OF CHAMBLEE CODES REFERENCED WITHIN THIS DOCUMENT, PLEASE VISIT THE FOLLOWING:

UNIFIED DEVELOPMENT ORDINANCE (UDO):

[HTTPS://LIBRARY.MUNICODE.COM/GA/CHAMBLEE/CODES/CODE_OF_ORDINANCES](https://library.municode.com/GA/CHAMBLEE/CODES/CODE_OF_ORDINANCES)



Chamblee City Hall
3518 Broad Street, Chamblee, GA 30341
(770) 986-5010 • www.chambleega.com