



## SANDY SPRINGS

GEORGIA

### ATTENTION ALL APARTMENT OWNERS AND MANAGERS!

**Please be advised that the Multi-Family Housing (Sec 105) and Fires Safety (Sec 22) Ordinances have changed. There are new Fire Safety Requirements that must be met prior to applying for a Sandy Spring's Business License.**

#### Frequently Asked Questions (Apartments)

##### 1. How do I know if I need to provide a Code Compliance Certificate?

You need to provide the City of Sandy Springs with a Code Compliance Certificate if all of the following apply:

- You own a multifamily rental dwelling or multifamily rental units within the City of Sandy Springs.
- You receive income from four or more such dwellings or units.
- Your office or your rental property is within Sandy Springs city limits.
- You are required to have a City Occupation Tax Certificate.

Some of the criteria for getting a certificate which includes but isn't limited to:

- Privacy for bathrooms in unit(s) / dwelling(s)
- Hot and cold water supply
- Windows in good repair and rodent-proof
- Interior and exterior doors in good working order
- Interior floors, walls and ceilings in good repair
- Unobstructed exits that lead to safe, open space
- Property generally maintained with no excessive trash
- Stairs in good working order
- Smoke detector devices are required by law

##### 2. My property is a new construction (or was rehabilitated within the past year). Do I still need a certificate?

No, not for the first year of construction or rehabilitation, if proper permits are obtained from the City.

##### 3. I own multiple units. Does each one have to be inspected for me to get a Code Compliance Certificate?

To be granted your first certificate, all of your units (100%) must have been inspected no more than twelve months ago.



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#### **4. How long do I have to get my certificate and provide it to the City?**

You will be required to provide the City with your certificate (by March 31st of each year, the date to submit Business License renewal forms) – please assist with correct info.

Your property inspection must be completed by a Certified Building Inspector, a licensed design professional (architect or engineer) or an individual who holds one of the following certifications from the International Code Council (ICC):

- Property Maintenance and Housing Inspector
- Housing Rehabilitation Inspector
- Building Inspector
- Building Plan Examiner
- Commercial Combination Inspector

\*Please note, additional qualifications may be required for the inspection of fire hydrants and other suppression devices, systems or structures.

For a list of properly certified inspectors, you can go to the American Society of Home Inspectors' website at [www.ashi.org](http://www.ashi.org) to search for certified inspectors by zip code. You may also find the ICC website, [www.iccsafe.org](http://www.iccsafe.org), useful for finding inspectors. If you need any additional assistance or have further questions, please call the Community Development department at 770.730.5600.

You are required to submit a Code Compliance Certificate every year, along with your business license renewal. To be given these annual certificates, 20% of your units must be inspected annually. Please note that every five years, at a minimum, all of your units must be inspected.

It is important to keep a record of inspection dates, items inspected and any violations, if they are found. The building inspector will keep a record as well. These records, if requested, must be presented to the City within ten days of the request.

#### **5. May I see a copy of the Code Compliance Certificate or inspection form?**

Yes. Please visit the [www.sandyspringsga.gov](http://www.sandyspringsga.gov) to find copies of the ordinance, the certificate and the inspection form. You can also call 770-730-5600 and request copies.