

Certified Building Inspector Annual Certification Course



SANDY SPRINGS™
GEORGIA

January 29, 2024

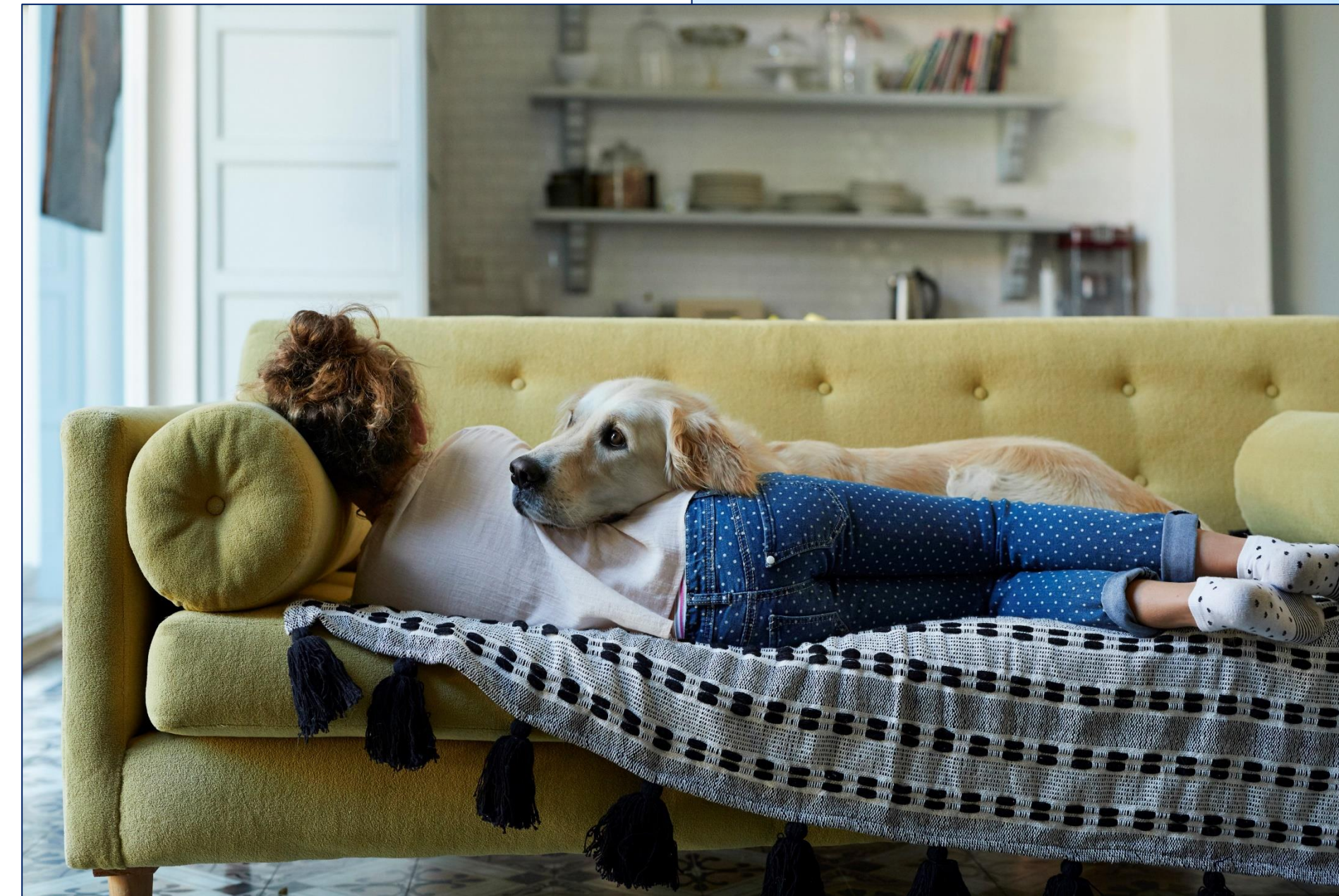
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WHAT IS MRH?

What is MRH?

- What does MRH stand for?
Multifamily Rental Housing
- What is this?
 - **Multifamily Rental Dwelling**
(Apartments, Boarding Houses, rooming houses, group homes, etc)
 - **Multifamily Rental Unit**
(any one area, room, apartment, etc. of a multifamily rental dwelling)



What's The Purpose Of An MRH Ordinance?

- The purpose of the MRH Ordinance:
 - To ensure structural strength, means of egress facilities, stability, sanitation, adequate light and ventilation, energy conservation, and safety to life and property from fire, explosion, and other hazards
 - To provide a reasonable level of safety to firefighters and emergency responders during emergency operations



The MRH Ordinance – Why A New Code?

- It was rewritten to consolidate all the MRH requirements into one section of code for greater clarity and transparency
- It more accurately reflects the actual inspection needs to maintain a safe multifamily dwelling for its residents.
- The new MRH Ordinance was recently adopted on September 5, 2023, at which time it became part of the City Code
 - It is located at: *Subpart B - Land Development, Chapter 105 - Buildings & Building Regulations, Article IV - Property Maintenance & Housing Standards, Division 2 - Multifamily Rental Housing*
 - https://library.municode.com/ga/sandy_springs/codes/code_of_ordinances?nodeId=SPBLADERE_CH105BUBURE_ARTIVPRMAHOST_DIV2MUREHO



WHAT ARE THE CHALLENGES?

What Are The Challenges?

- Changes in apartment ownership
- Changes in property management
- Changes in maintenance staffing or insufficient staffing
- Lack of familiarity with the inspection process and timelines
- Lack of knowledge regarding the Codes & Ordinances
- Lack of routine general property maintenance
- Insufficient funding for necessary repairs when maintenance is deferred
- Delays in business license issuance due to failure to comply with noted deficiencies
- Unvalidated excuses for non-compliance

CHALLENGE



MRH INSPECTION SUMMARY

City Inspectors – MRH Task Force

- The City has created an inter-departmental **MRH Task Force**.
 - The MRH Task Force consists of:
 - **Building Department**
 - **Code Enforcement Division**
 - **Fire Marshal's Office**
 - The MRH Task Force is authorized and directed to:
 - Enforce the provisions of the MRH Ordinance
 - Establish the minimum inspection requirements for all Multifamily Rental Housing including all buildings, structures, pools, and premises on the property.



City Inspectors – Building Department

- The Building Department is responsible for the overview and final approval of all Trade Inspector reports:
 - Mechanical (HVAC equipment)
 - Electrical (lighting & power supply)
 - Plumbing (water heater & plumbing connections)
- The Chief Building Official oversees the Building Department



SANDY SPRINGS
COMMUNITY DEVELOPMENT

City Inspectors – Code Enforcement Division

- The Code Enforcement Division is responsible for:
 - Inspecting all common spaces and amenity areas
 - For investigating interior and exterior resident complaints
 - Responsible for the overview and final approval of all Certified Building Inspector reports
- The Code Enforcement Division Manager oversees the Code Enforcement Division



SANDY SPRINGS
COMMUNITY DEVELOPMENT

City Inspectors – Fire Marshal's Office

- The Fire Marshal's Office is responsible for:
 - The overall review of all life safety devices, and fire detection and suppression systems as it relates to preventing loss of life, injuries, and property due to fire.
 - Responsible for the overview and final approval of all Fire & Life Safety System Contractors' reports
- The Fire Marshal oversees the Fire Marshal's Office



3rd Party Inspectors – Overview

- There are three different types of Third-Party Inspectors:
 1. Certified Building Inspectors (CBI)
 2. Fire & Life Safety System (FLS) Contractors
 - a) Fire Alarm System
 - b) Fire Suppression (Sprinkler) Systems
 - c) Private Fire Hydrants
 3. Trade Inspectors
 - a) Mechanical Trade Inspectors (HVAC equipment)
 - b) Electrical Trade Inspectors (lighting & power supply)
 - c) Plumbing Trade Inspectors (water heater & plumbing connections)
- All Third-Party Inspectors are hired by the Owner to perform inspections.

Required Inspection Summary

Report Frequency Table		
Required Inspection Types	Report	Responsible Party
City of Sandy Springs		
Fire Marshal	Annually	City of Sandy Springs
Code Enforcement	Annually	City of Sandy Springs
Third-Party Inspections		
Certified Building Inspector	Annually	Third-Party Inspector ²
Fire Alarm System	Annually	Third-Party Inspector ²
Fire Suppression System ¹	Annually	Third-Party Inspector ²
Private Fire Hydrant ¹	Annually	Third-Party Inspector ²
Fireplace & Chimney Inspector ¹	Annually	Third-Party Inspector ²
Mechanical Trade Inspector	5 years	Third-Party Inspector ²
Electrical Trade Inspector	5 years	Third-Party Inspector ²
Plumbing Trade Inspector	5 years	Third-Party Inspector ²
Property Owner Inspections		
Dryer Vent Cleaning Log	Annually	Owner/Maintenance

- Footnotes:
1. Only required for *Multifamily Rental Housing* that has these items.
 2. Hired by the *Multifamily Rental Housing owner* or their authorized property management company.

Inspections – What's Changed?

- **100% of the Certified Building Inspector (CBI) inspections will be completed annually** instead of being spread out over 5 years per the previous code
 - The CBI inspections are now limited to inside the multifamily rental unit(s) and the corresponding condenser unit(s) outside the building.
 - The CBI shall also inspect the attic for common life safety deficiencies.
 - This represents a reduced scope of work for the CBI but an increase in volume
- **A separate inspection of the Mechanical, Electrical, and Plumbing utility equipment will be required every 5 years** to make sure that the equipment is properly maintained and operating within the manufacturer's specifications.
 - **Each apartment will be assigned a rolling start date based on age**

Certified Building Inspector

3rd Party Inspectors – Certified Building Inspector

- What does a CBI inspect?

- Interior inspection of all multifamily rental unit(s) and the corresponding condenser unit(s) outside the building.
- All attic space in each building

- What are the minimum qualifications?

- At least one of the following:
 - Registered Architect in the State of Georgia
 - Licensed Civil/Structural Engineer in the State of Georgia
 - A current ICC Commercial Combination Inspector certification
 - A current ICC Property Maintenance and Housing Inspector certification.



3rd Party Inspectors – Certified Building Inspector

- Annual Certification Course
 - All Certified Building Inspectors shall complete an annual certification course presented by the City of Sandy Springs.
 - Shall submit all current documentation that states they meet the minimum qualifications each year.



3rd Party Inspectors – Certified Building Inspector

- **Standardized Reports**

- Summary of all the previous CBI reports.
- Based on known deficiencies from previous City inspections.
- Based on known life-safety issues related to fire.
- Same basic level of inspection that was provided in previous reporting; however, each inspection is itemized.
 - Provides more accurate statistical data that can be used for tracking known deficiencies.

Building Inspections

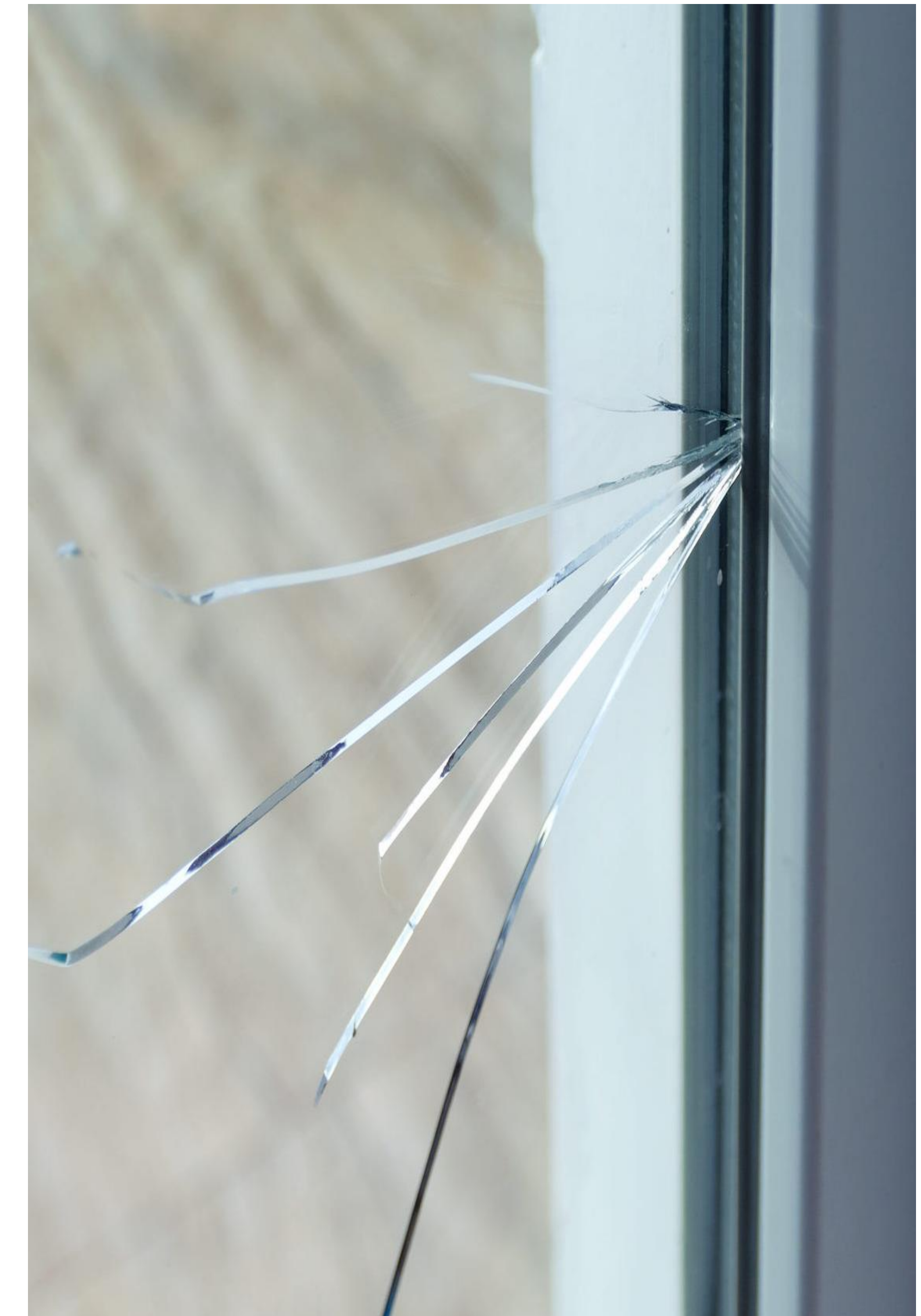
Building Inspections – Doors

- All exterior entry doors are operational, properly aligned, and installed in the door frame.
- All exterior entry doors have privacy locks and are in good working order (Note: No double-keyed locks are allowed).
- All interior doors are operational and properly aligned and installed in the door frame.
- Bathroom doors have privacy locks and are in good working order (Note: No double-keyed locks are allowed).



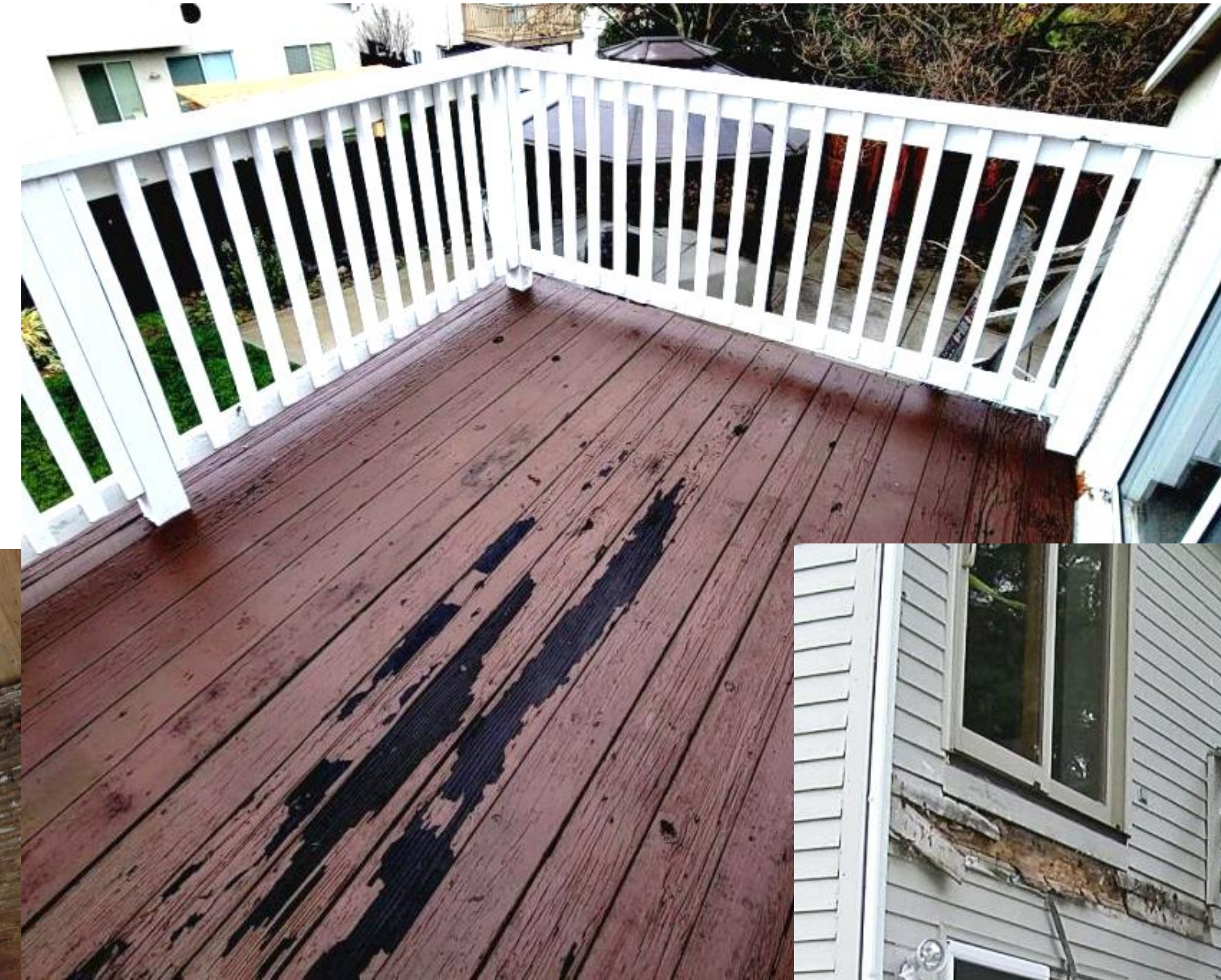
Building Inspections – Windows

- All bedrooms have windows that are operable.
- All windows shall be in good condition with no cracks or holes.



Building Inspections – Balconies/Patios

- Exterior balconies, decks, and/or porches are structurally sound and maintained in good condition (i.e., properly secured, no evidence of wood rotting, etc.)



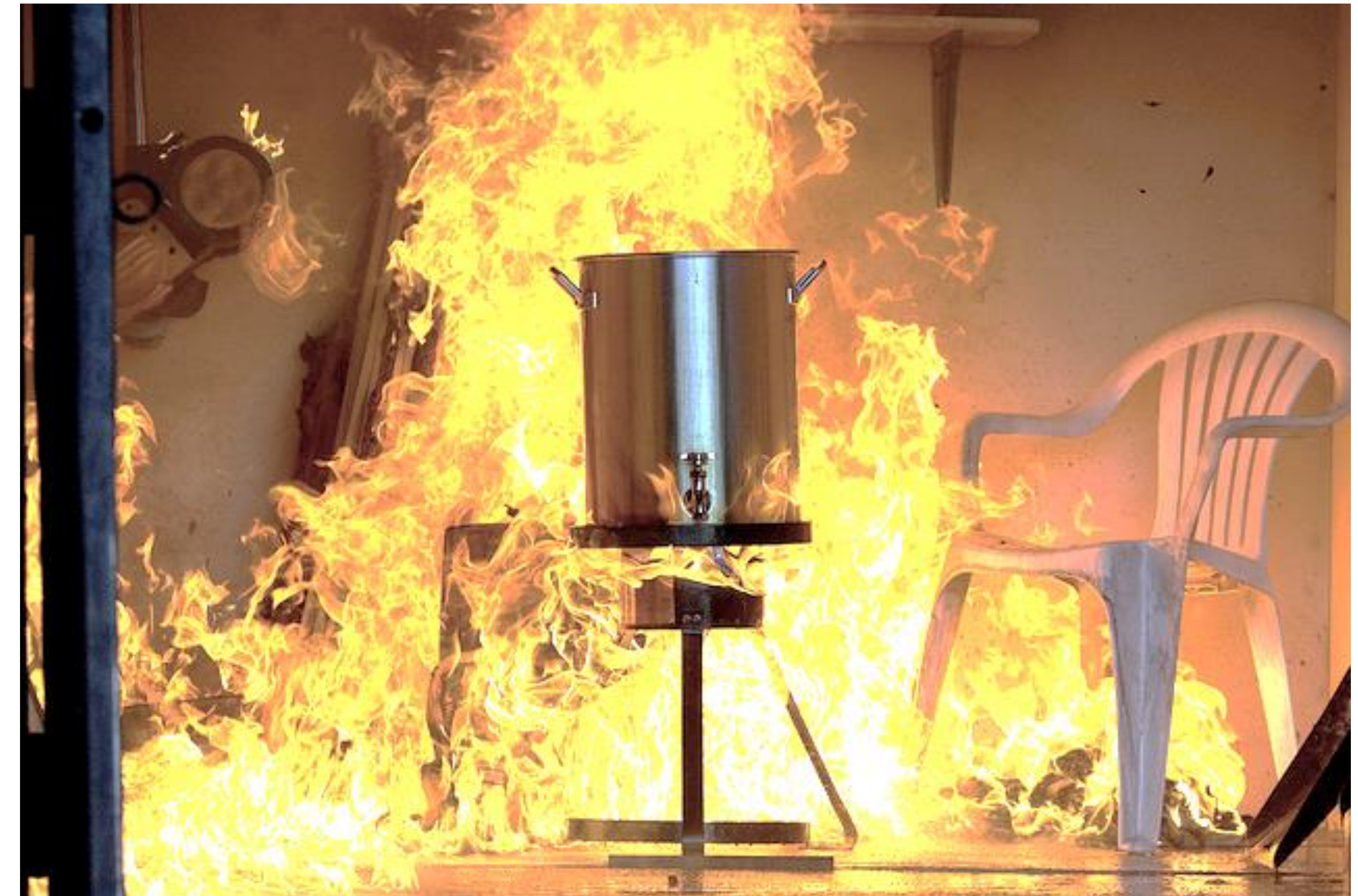
Building Inspections – Balconies/Patios

- All guardrails, located on exterior balconies, decks, and/or porches are a minimum height of 36" and are maintained in good condition (i.e., properly secured, no evidence of rust, wood rotting, etc.)



Building Inspections – Balconies/Patios

- No open-flame cooking devices (i.e. grills, turkey fryers) are located on the balcony.
 - Exception: Grills are only allowed on balconies that are sprinklered and that are made of non-combustible materials on all surfaces (unless not allowed by property management).



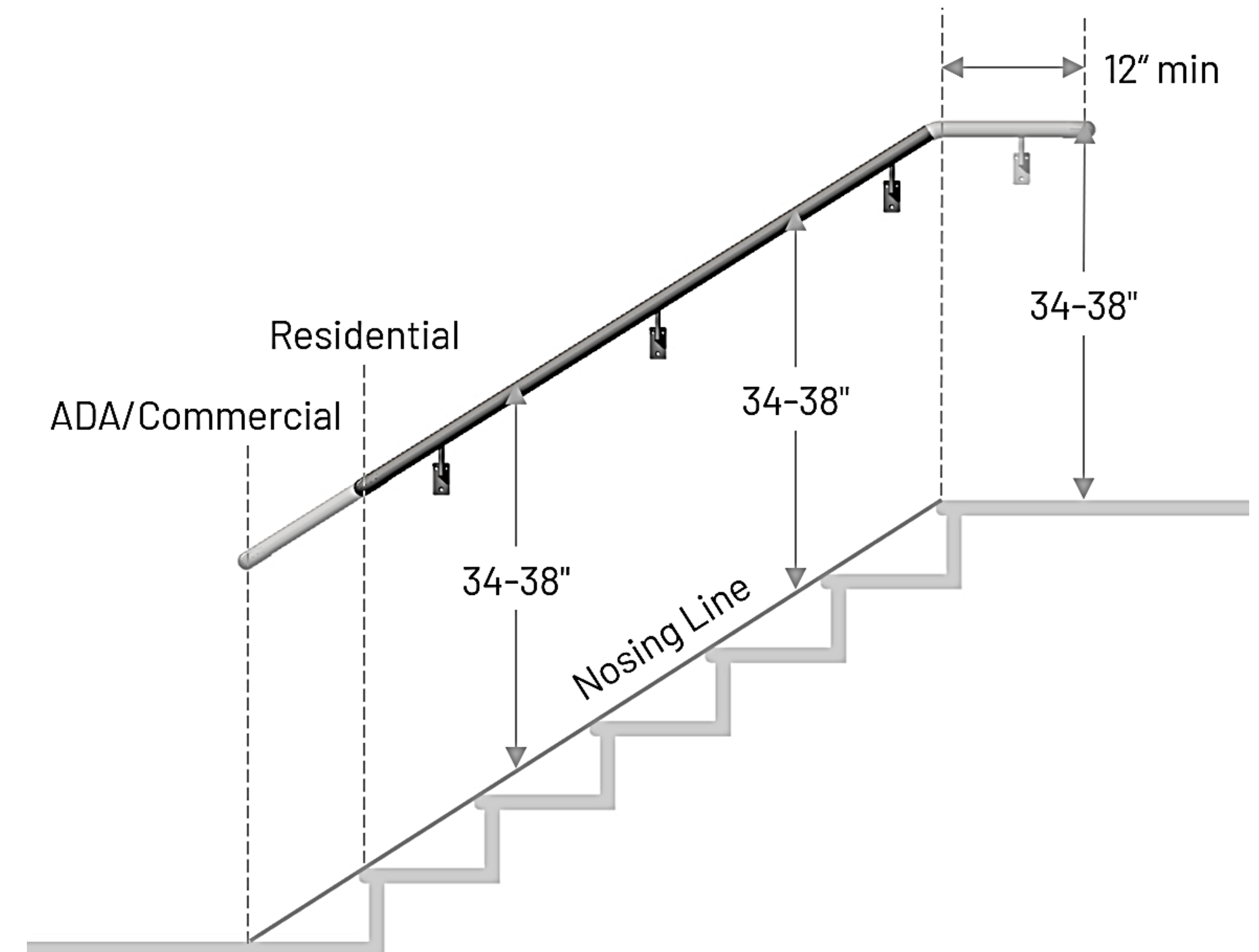
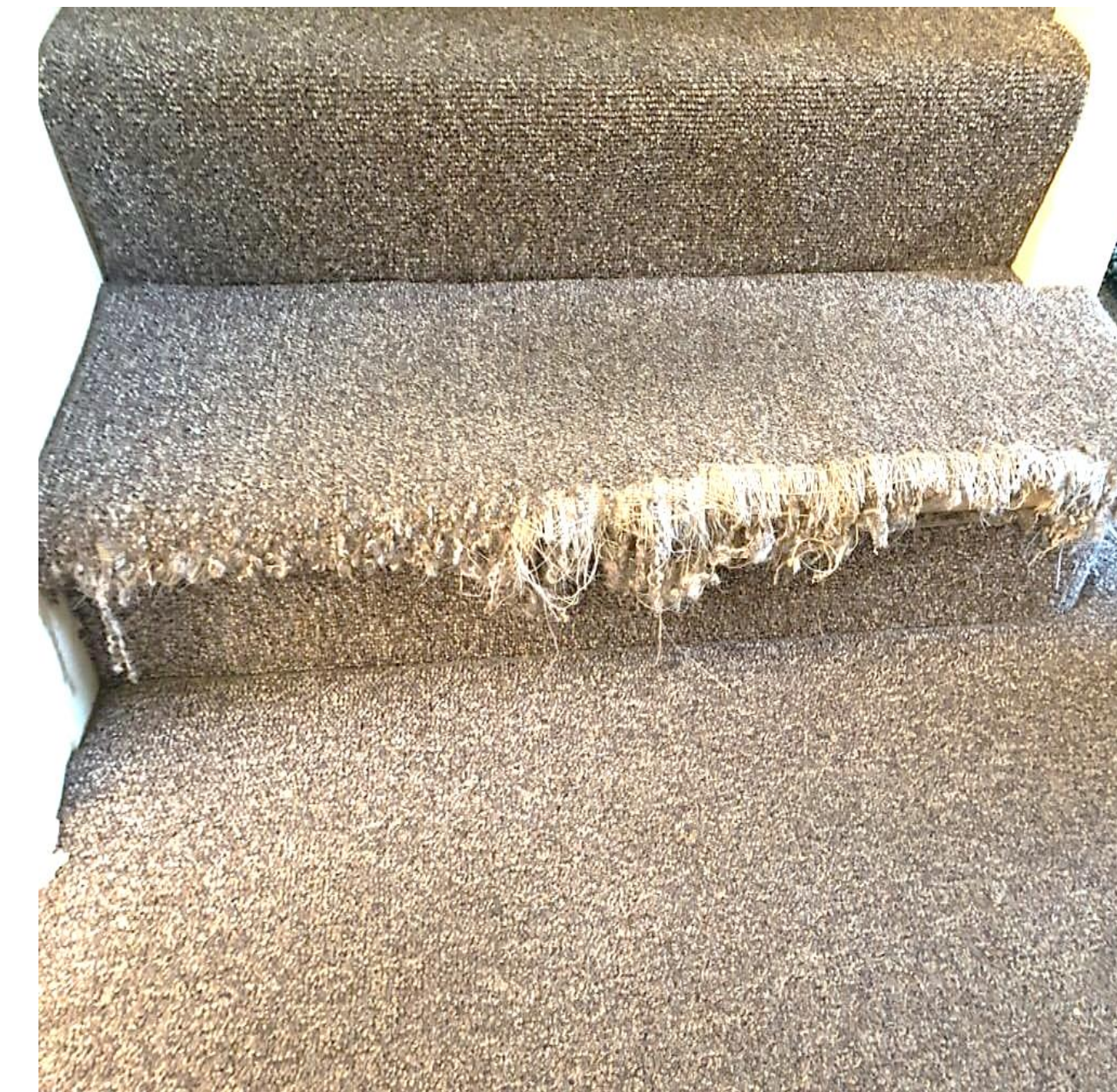
Building Inspections – Fireplace & Chimney

- Fireplace is operational.
 - Gas logs/igniter turn on
- Chimney flue is free of obstructions.
- Chimney flue is not damaged and in good working condition.
- Fireplace damper is operable and in good working condition.



Building Inspections – Stairs

- All stairs and landings are structurally sound and maintained in good condition.
- All stairs and landings have a continuous and graspable handrail that is properly secured to the wall and/or structure. (Only required on 4 or more risers)



Building Inspections – Structural

- Interior floors are level and in good condition.
 - Check to make sure there are no sags, humps or cracks.
- Interior ceilings are level and in good condition.
 - Check to make sure there are no sags, humps or cracks.
- Interior walls are plumb and in good condition.
 - Check to make sure there are no cracks in the finishes.



Building Inspections – Attic

- Attic is accessible.
- Attics that have serviceable equipment have pull-down stairs.
- No breach in attic firewalls.
- All vertical penetrations into the attic are sealed.
 - Note: Compliance within 2-years.
- All exposed and unprotected wood in the attic is 100% coated with intumescent paint.
 - (Note: Not required for attics that are sprinklered or have a 2-hour fire-rated barrier between each pair of units.)
- Note: This is a separate inspection from the rental units.

Environmental Inspections

Environmental Inspections

- Evidence of insects and rodents is not observed.
 - Note: extermination is required prior to re-leasing a vacant unit.
- No presence of mold or mildew inside the unit.
- No evidence of water staining on the unit's ceilings, walls, and/or floors.



Life Safety Inspections

Life Safety Inspections – Smoke Detectors

- Smoke detector located in all sleeping rooms.
 - Smoke detector located on the ceiling or wall outside of each separate sleeping area in the immediate vicinity of bedrooms.
 - Smoke detectors are less than 10 years old.
 - All existing smoke detectors are operational and interconnected in such a manner that the activation of one alarm will activate all the alarms in the individual unit.
- Note:** Physical interconnection of smoke detectors shall not be required where listed wireless alarms are installed and all alarms sound upon activation of one alarm. near



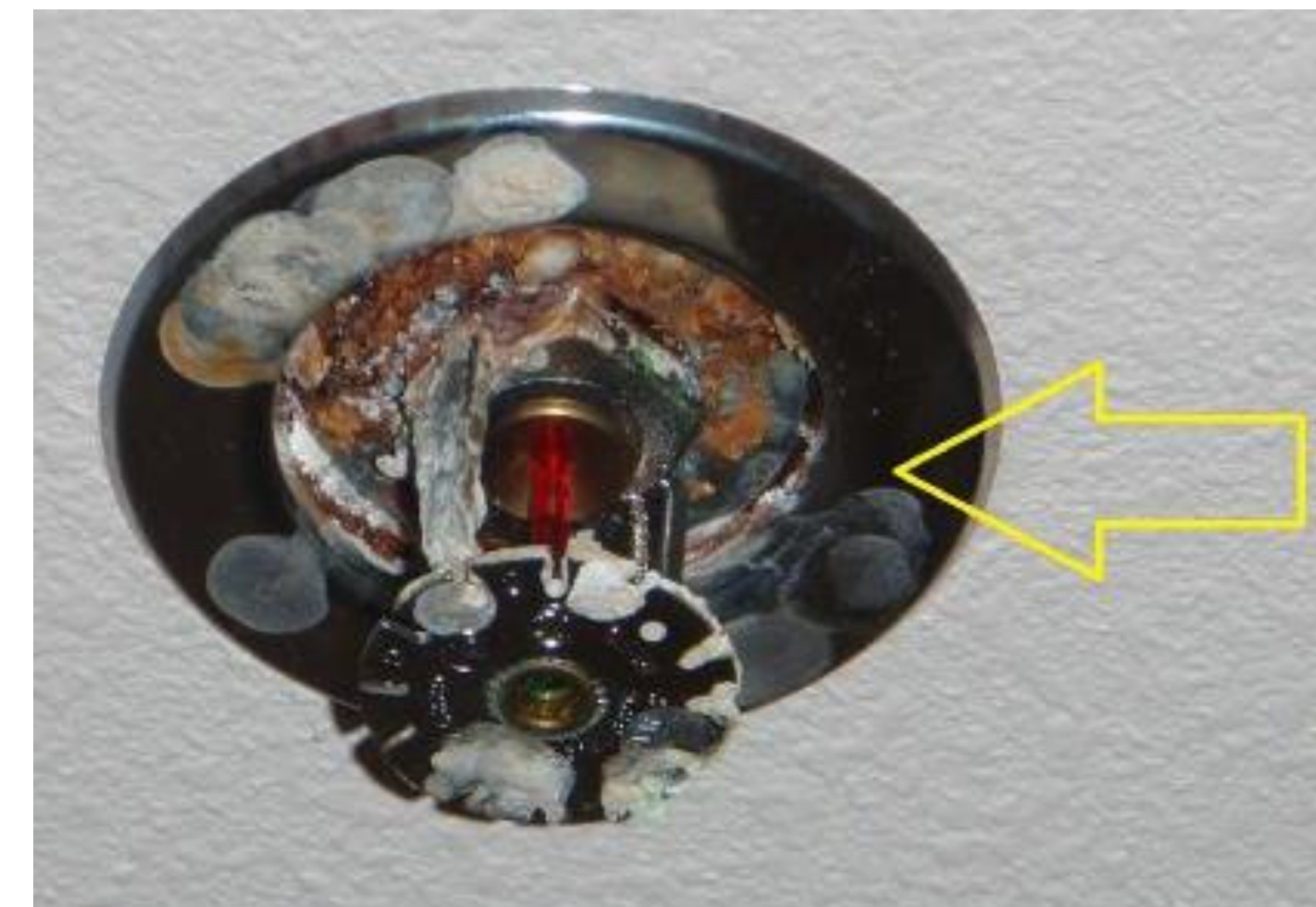
Life Safety Inspections – Carbon Monoxide Detectors

- Carbon monoxide detector installed per manufacturer's specifications.
 - Note: Only required for fuel gas appliances such as cooktops, stoves, furnaces, water heaters, fireplaces, etc.
- Carbon monoxide detectors are operational.
 - Press the test button



Life Safety Inspections – Sprinkler System

- Sprinkler system installed.
- Sprinkler heads are clean and free of obstructions
 - No buildup of dust or other foreign materials such as paint overspray.



Life Safety Inspections – Cooktop Fire Suppression Device

- Cooktop fire suppression device installed directly over the cooktop.
 - Note: Not required for rental units that are not serviced by a sprinkler system
- Cooktop fire suppression device is at least 30" above the cooktop.
 - Note: Unless the device is specifically rated for less clearance.



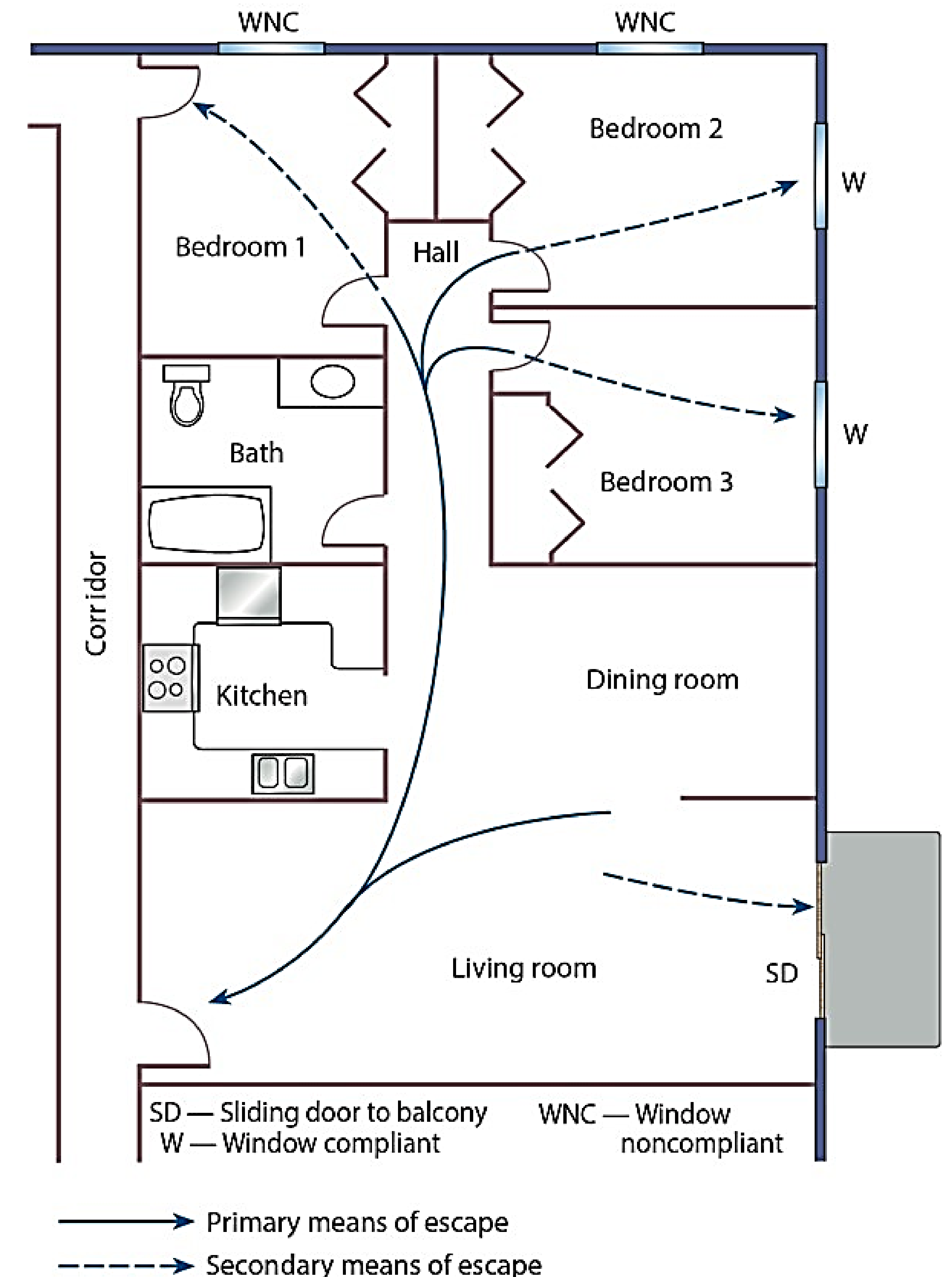
Life Safety Inspections – Fire Extinguisher

- A 2A10BC fire extinguisher or larger with at least 5 pounds of extinguishing powder is installed inside the rental unit.
 - Note: Not required for rental units that are serviced by a fire sprinkler system.
- Is the fire extinguisher certification current?
- Is the fire extinguisher operational (not discharged)?



Life Safety Inspections – Egress Path

- There is a safe, continuous, and unobstructed path of travel provided from any point in the rental unit to the main entry door that leads to the public egress path.



Life Safety Inspections – Self Closing Doors

- All exterior entry doors providing access to egress corridors, breezeways, or stairs are self-closing and fully latch.



Life Safety Inspections – Storage

- No combustible items adjacent to fuel-burning appliances.
- No excessive storage of combustible items, fuel, or other hazardous chemicals in the unit.



Appliance Inspections

Appliance Inspections – Range/Cooktop/Oven

- Cooktop burners are operational and in good working order.
- Oven is operational and in good working order.
- Oven interior does not have excessive build-up.
- Oven seal is in good condition.
- All knobs and buttons work properly.



Appliance Inspections – Microwave

- Microwave is operational and in good working order.
- All knobs and buttons are in good condition and work properly.



Appliance Inspections – Refrigerator/Freezer

- Refrigerator temperature is at or below 40° Fahrenheit.
- Freezer temperature is at or below 0° Fahrenheit.
- Freezer does not have any excessive ice or frost formation.
- There are no unusual sounds or vibration levels.
- No rust on the exterior or interior of the cabinet or components.
- The door seal is not leaking (evidence of mold and mildew).



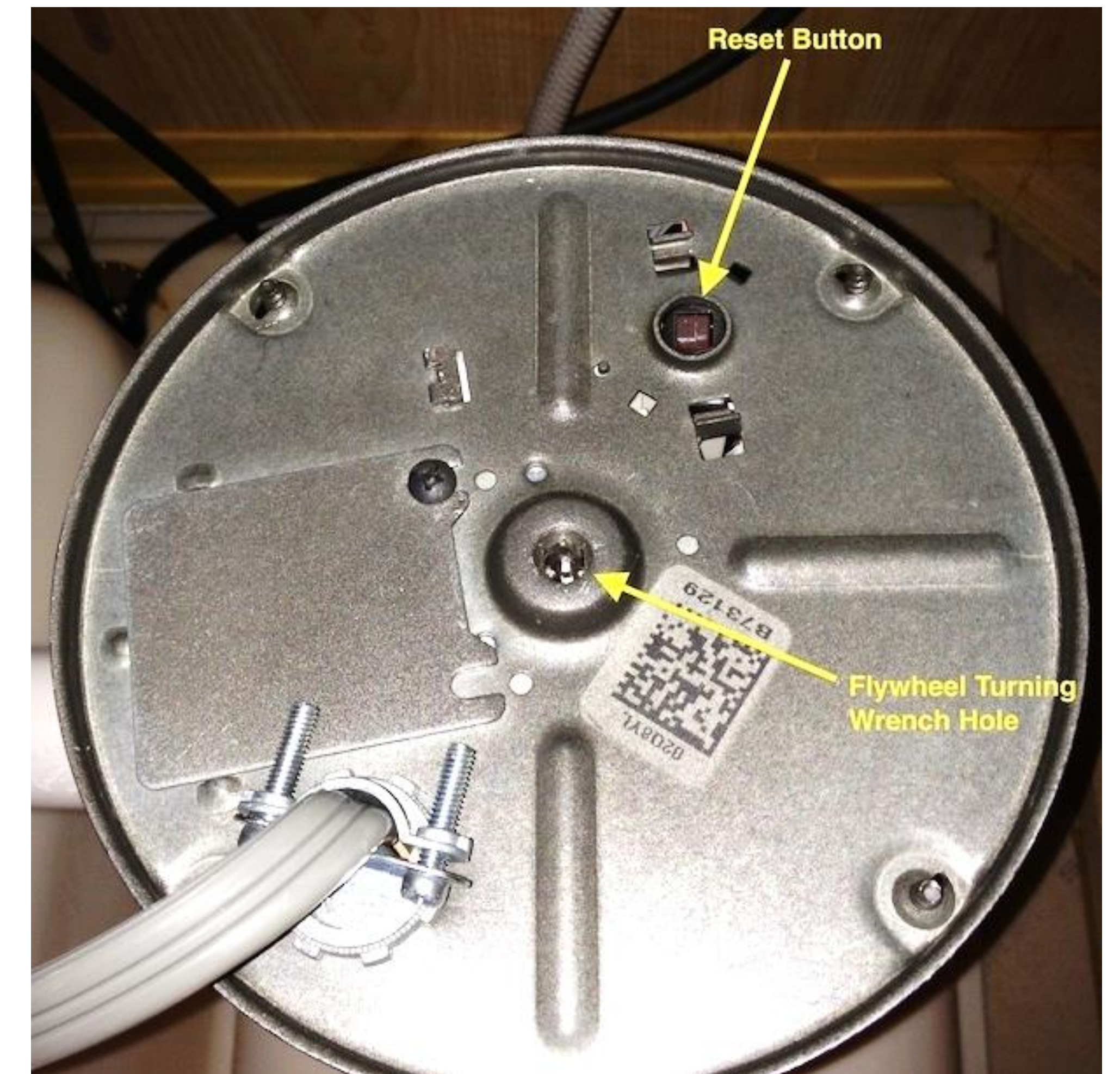
Appliance Inspections – Dishwasher

- Dishwasher is operational and in good working order.
- Dishwasher does not have a water leak.



Appliance Inspections – Disposal

- Disposal is operational and in good working order.
- Disposal plumbing is not leaking.
- Exposed disposal wiring is in a protective conduit.
- Disposal wiring is properly secured inside the disposal and the cover plate and cable connector are installed.



Appliance Inspections – Washing Machine

- Washing machine is operational and in good working order.
- Washing machine water supply lines are in good working order.
- Washing machine drain lines are in good working order.
- Washing machine does not have any water leaks.



Appliance Inspections – Dryer

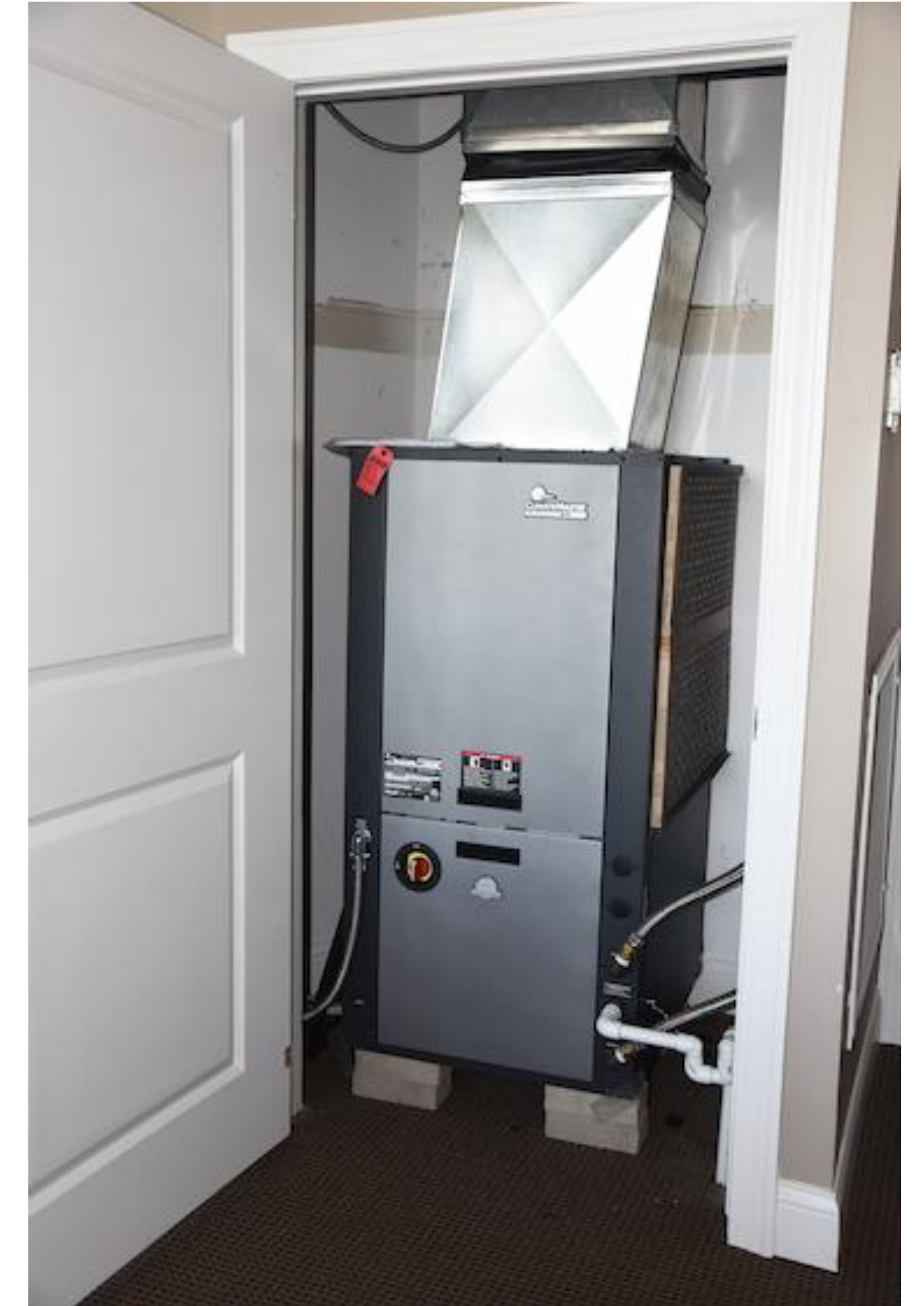
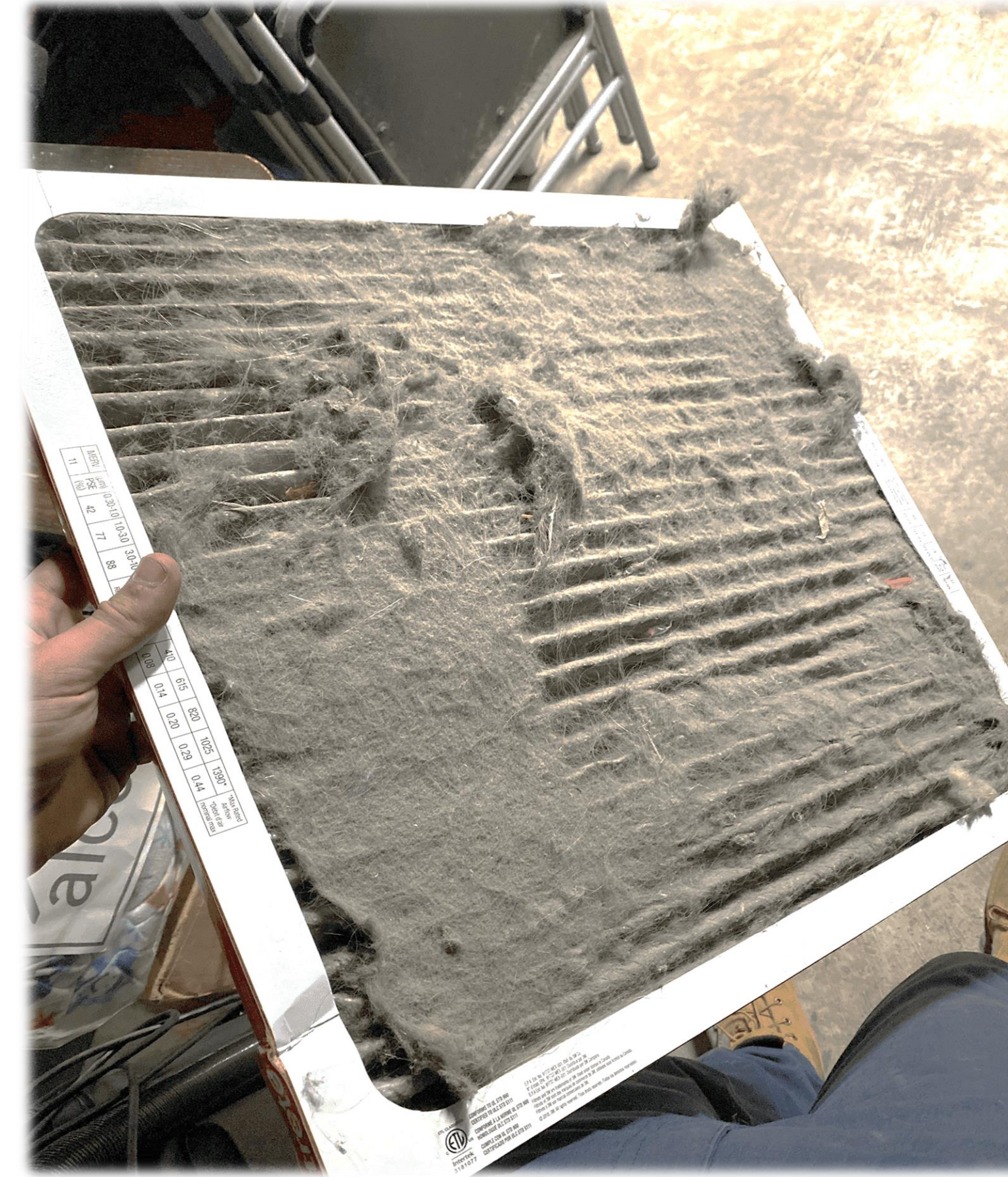
- Dryer is operational and in good working order.
- Dryer lint trap is clean
- Dryer lint hose is properly secured to the lint discharge outlet



Mechanical (HVAC) Inspections

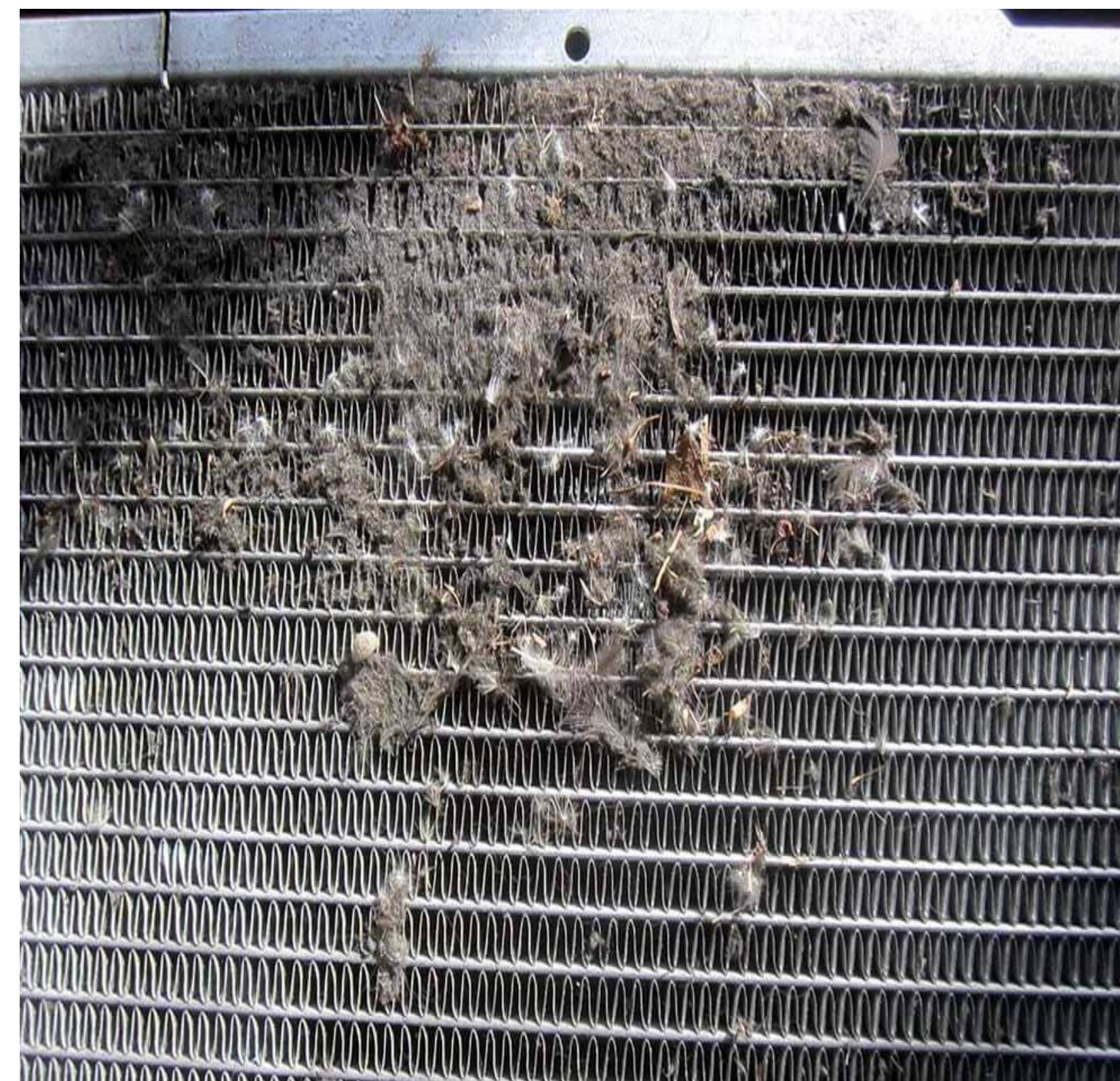
Mechanical (HVAC) Inspections

- Heating furnace/blower is operational and in good working order.
- The filter in the furnace/blower is clean.
- All heating furnace/blower wiring is properly secured inside junction boxes/switches.
- No gas-burning appliances are located in sleeping rooms.
- No openings in the mechanical closet to bedrooms and/or bedroom closets (holes, gaps, etc.)



Mechanical (HVAC) Inspections

- Exterior A/C condenser is operational and in good working order.
- Exterior A/C condenser is clean and free of obstructions.
- Exterior A/C condenser has a minimum of 36" clear space around it.
- Exterior A/C condenser is properly installed on a solid base (no ground contact).



Mechanical (HVAC) Inspections

- Exterior A/C condenser has all cover panels installed (no loose or exposed wiring or components)
- Exterior A/C condenser is labeled with the unit number.
- Exterior A/C wall penetrations are sealed.
- Is there a functioning disconnect (Hard hardwired/bypassed)?
- Is there a proper enclosure for the exterior A/C disconnect?



Electrical Inspections

Electrical Inspections – Outlets

- Electrical outlets are operational and in good working condition.
- Electrical outlet covers are installed and in good condition.
- Bathroom GFCI outlets are operational and in good working order.
- Kitchen GFCI Outlets are operational and in good working order.



Electrical Inspections – Lights & Fans

- Electrical fixed light fixtures/fans are in good working order.
- Electrical light fixture covers are installed and in good condition.



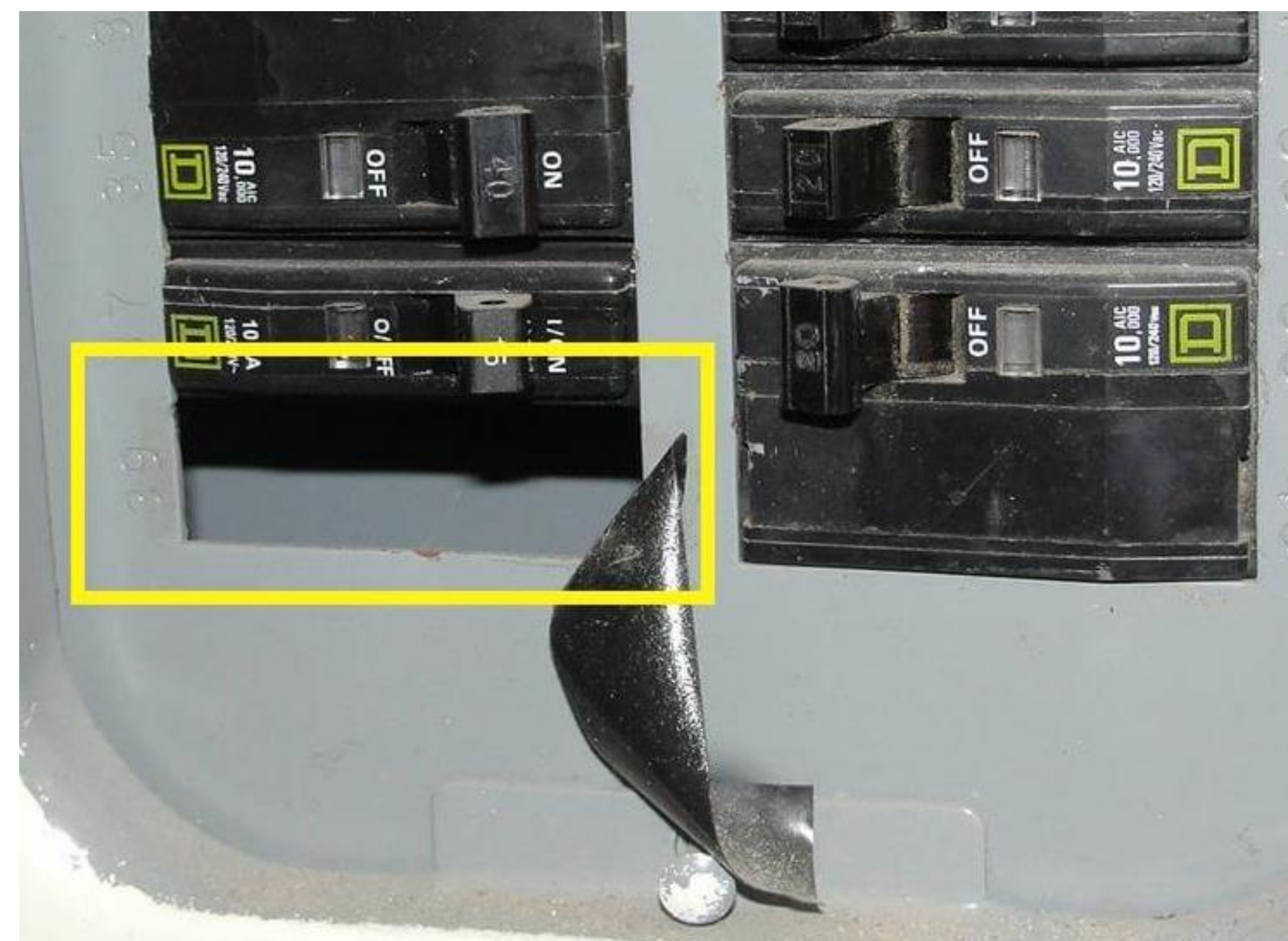
Electrical Inspections – Bathroom

- Bathroom fans are operational and in good working order.
 - (Note: Bathroom fans are not required if there is an operable window located in the bathroom.)
- Bathroom fans are clean and free of obstructions.



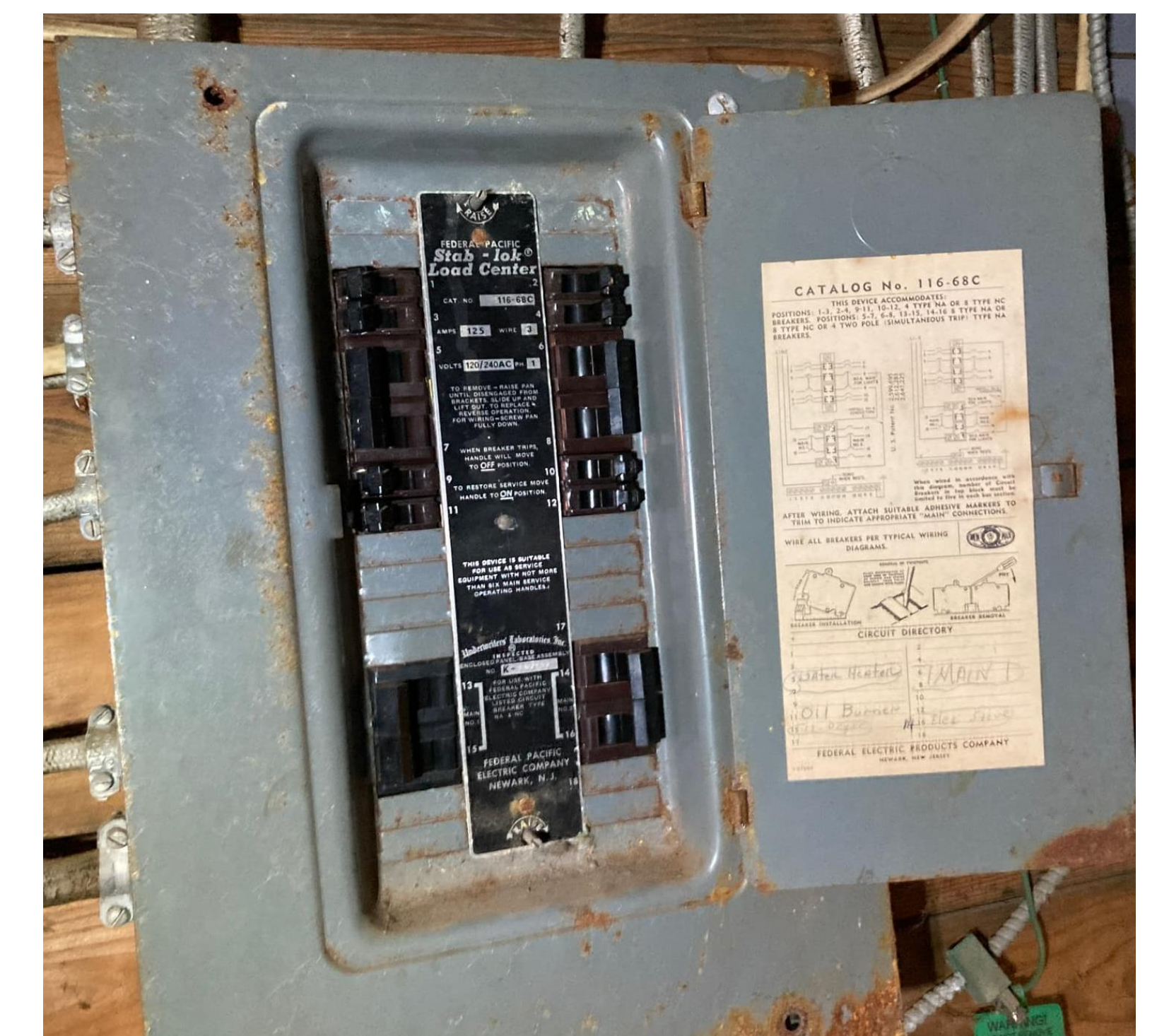
Electrical Inspections – Electrical Panel

- Electrical panel door opens freely at least 90 degrees.
- Electrical panel door securely latches when closed.
- All breakers are operational and in good working condition.
- There are no open blanks in the electrical panel that provide direct access to the space behind the dead front.



Electrical Inspections – Electrical Panel

- All breakers are clearly labeled on the interior of the panel.
- Electrical panels are securely attached to the wall.
- There is no evidence of rust or burns on the interior, exterior, and around the electrical panel's perimeter.
- There is a minimum of 36" clearance directly in front of the electrical panel.



Plumbing Inspections

Plumbing Inspections – Water Heater

- Water heating equipment is operational and in good working order.
 - Check to make sure that hot water works in the bathroom and kitchen faucets.
- Water heater wiring is properly secured inside junction boxes/switches.
- Water heater does not have a water leak.



Plumbing Inspections – Kitchen Sink

- Kitchen sink is operational and in good working order.
 - Check to make sure there are no water leaks around the faucet and plumbing beneath the cabinet.



Plumbing Inspections – Tubs & Showers

- Bathroom tubs and showers are operational and in good working order.
 - Check to make sure there are no water leaks around the faucets
- Bathroom sinks are operational and in good working order.
 - Check to make sure there are no water leaks around the faucets and plumbing beneath the cabinet
- Bathroom tubs, showers, and sinks are properly sealed and caulked.



Plumbing Inspections – Toilets

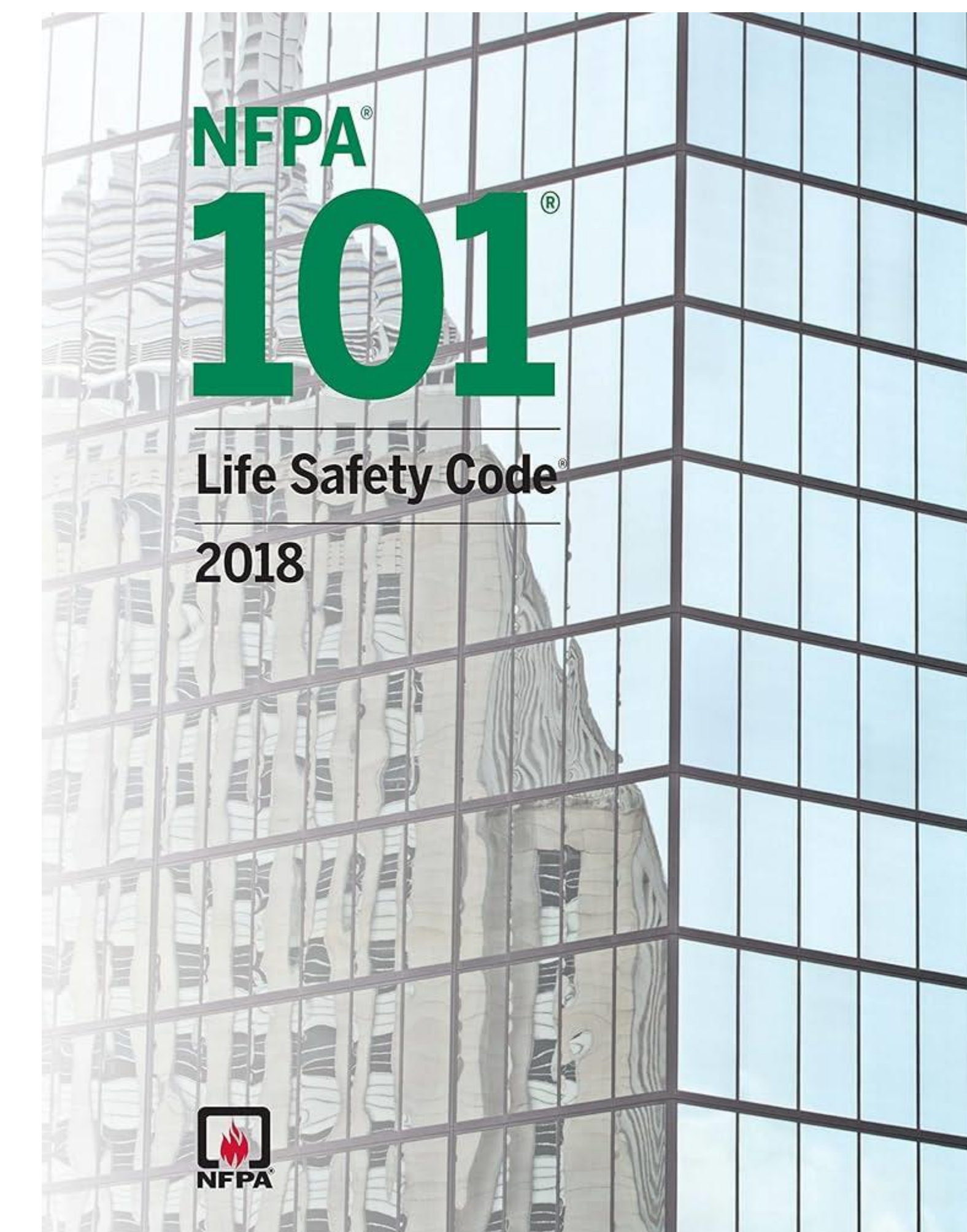
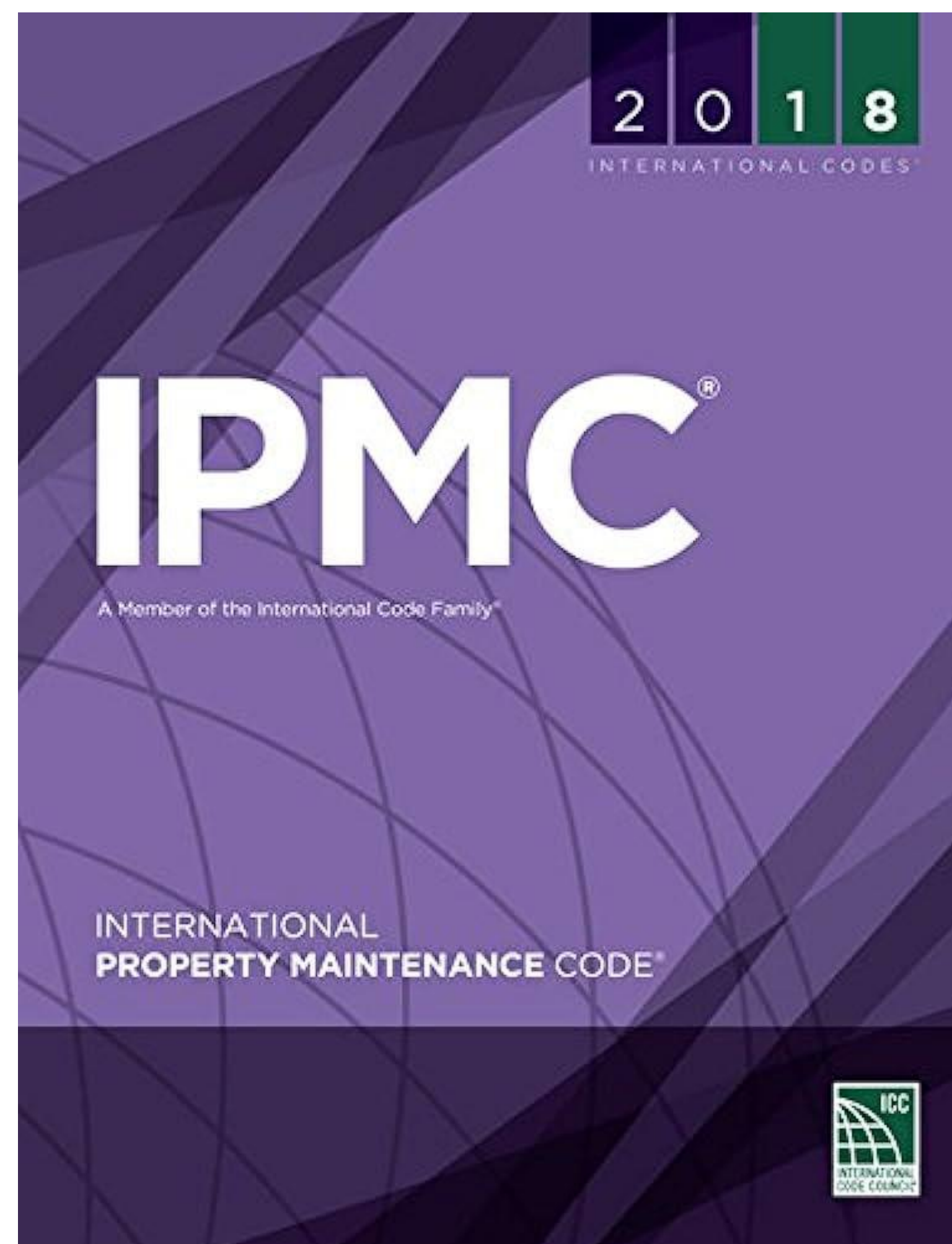
- Toilet is operational and in good working order.
- Toilet tank is not cracked.
- Toilet is stable and securely attached to the ground.



COMPLIANCE

Compliance

- All buildings, structures, pools, and premises shall comply with the latest edition of the **International Property Maintenance Code, Fire Code, NFPA 101 - Life Safety Code**, and all referenced codes and standards herein that are adopted by the City at the time of inspection.



Maintenance

- The Owner shall be responsible for the maintenance of all buildings, structures, pools, and premises at all times.
- All equipment systems, devices, and safeguards required by this code or a previous regulation or code under which the buildings, structures, pools, and premises were constructed, altered, or repaired shall be maintained in good working order.



 **PLANNED PREVENTIVE
MAINTENANCE**

Violation

- A Certified Building Inspector who knowingly participates in furnishing false inspections and/or reports to the City shall be guilty of a violation of the Code.
- A violation shall exist for each MRH dwelling and/or unit for which the report is shown to be false.

GUILTY



Citation

- Each violation shall result in a separate citation in accordance with Section 1-10 – Penalties for Violation of Code.
 - A fine not exceeding \$1,000.00; and/or
 - Imprisonment for a term not exceeding six months; and/or
 - Confinement at labor for a period of time not to exceed 30 days
- In addition, the Third-Party Inspector's right to submit inspection reports to the City may be suspended for a stated period of time, up to five years, by resolution of the MRH Task Force.



INSPECTION REPORTING

Inspection Reporting

- Given the large volume of inspections, the City has developed in-house reporting software utilizing our current GIS database.
 - Mobile device friendly
 - Based on a standard report template to increase reporting accuracy.
 - Ability to add photographs.
 - Ability to upload additional reports and documents.
 - Geo-location based to minimize false reporting.
 - Direct input into the GIS database by the inspectors.
 - Ability to track and trend known deficiencies to allow for preventative maintenance and/or replacement before more costly repairs are necessary.



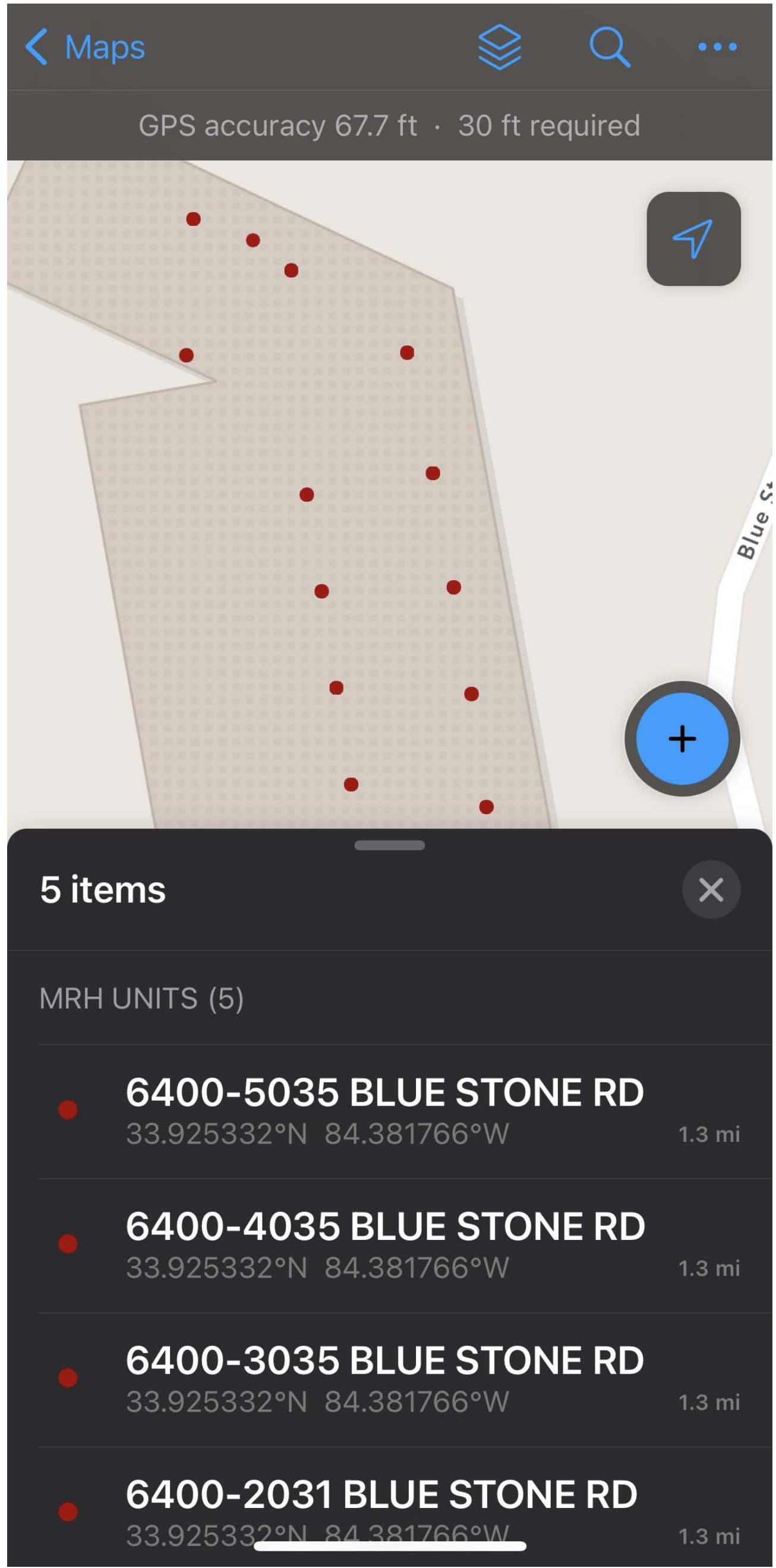
ArcGIS® Field Maps



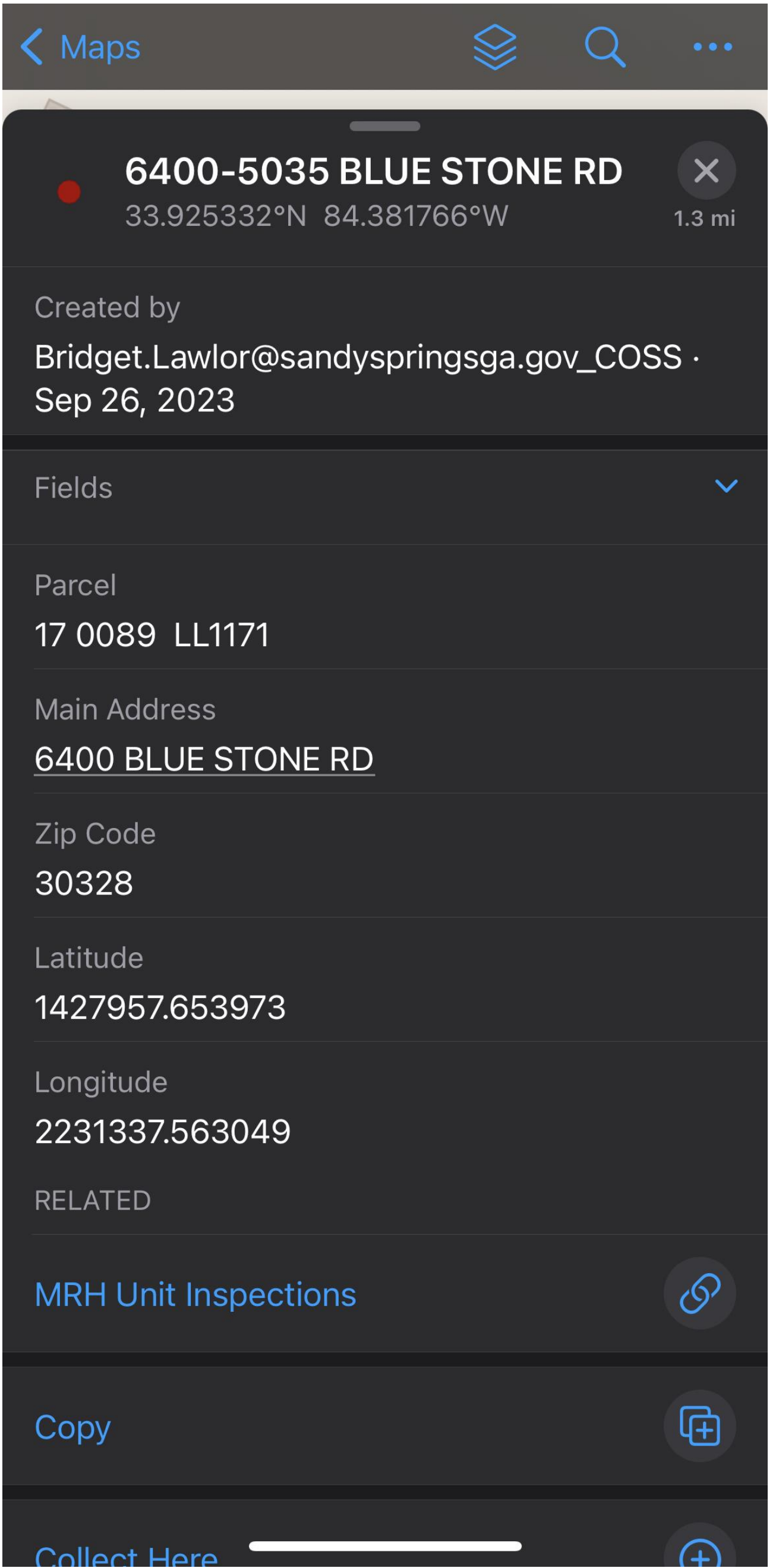
Inspection Reporting



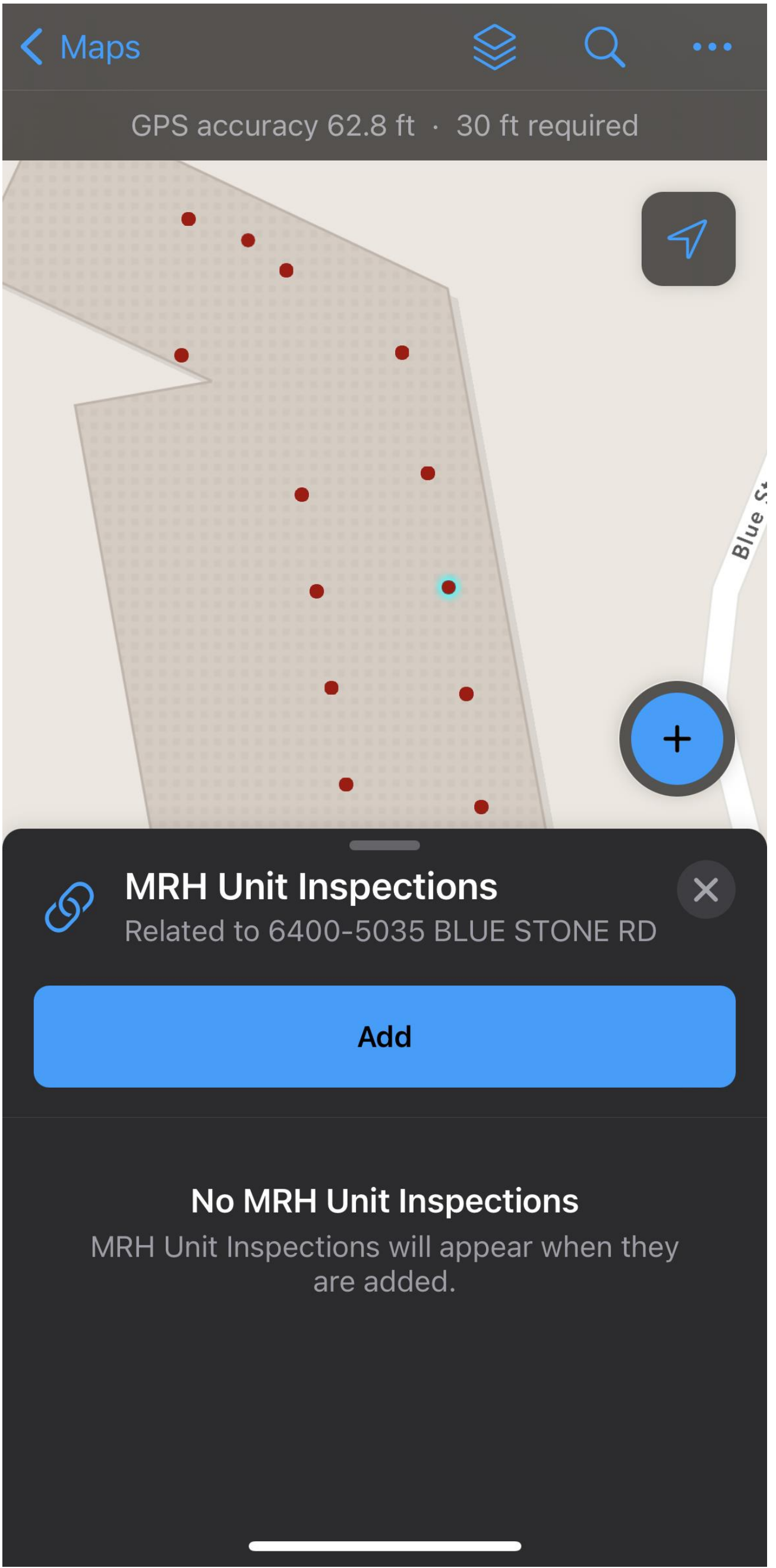
1) Select the location



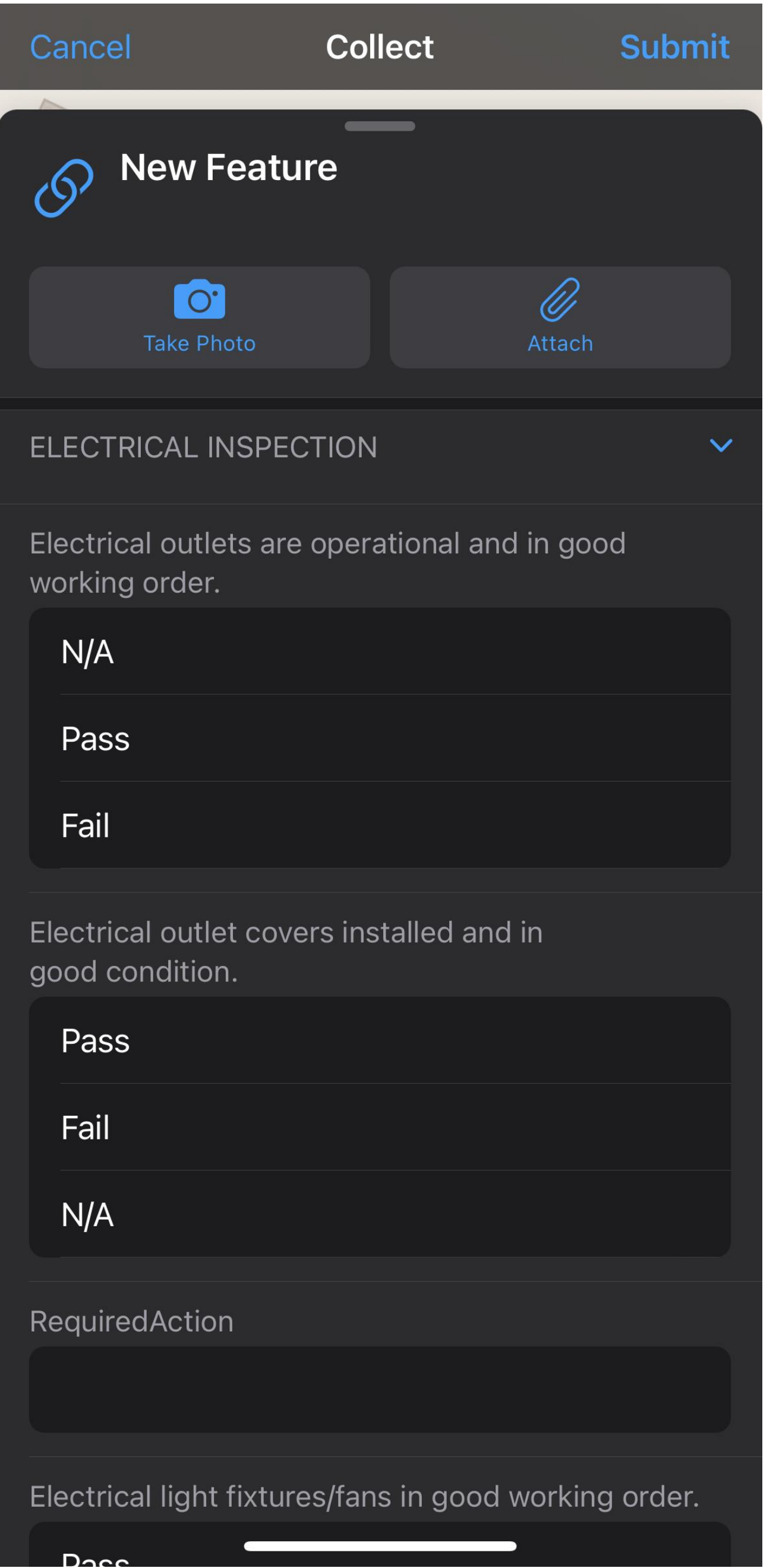
2) Select the unit



3) Property Information



4) Add a report



5) Fill out the report

QUESTIONS

CONTACTS

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