

Multifamily Rental Housing Property Manager Certification Training



SANDY SPRINGS™
GEORGIA

October 8, 2024

Table of Contents

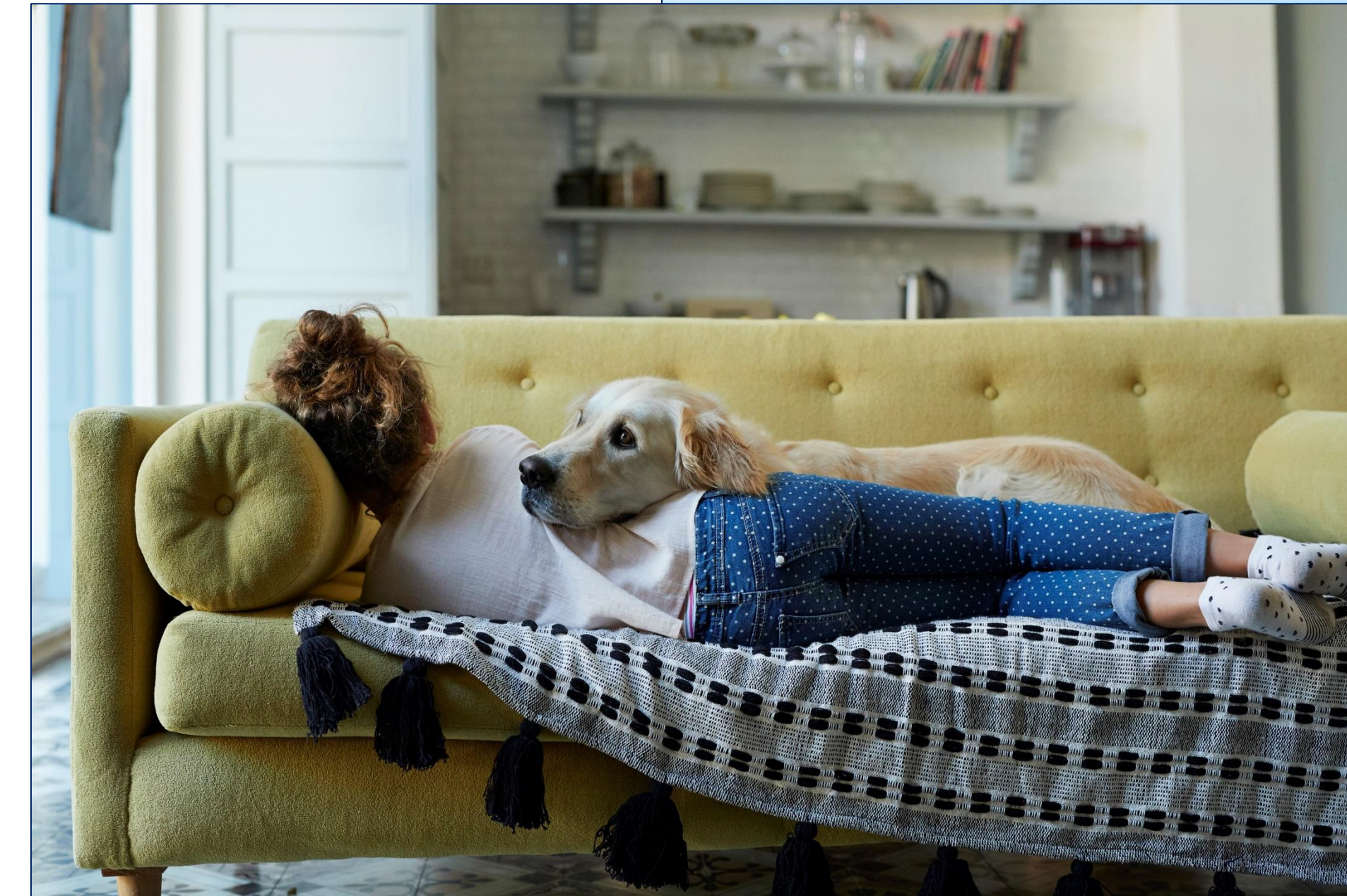
1. What is MRH?
2. What are the Challenges?
3. Inspection Summary
4. City Inspections
5. 3rd Party Inspections
6. Property Management / Maintenance
Staff Inspections
7. City–Mandated Life Safety
Requirements
8. Inspection Reporting
9. Compliance
10. Occupational Tax Certificate
11. Summary
12. Commonly Asked Questions



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)
- **Note:** Assisted Living Facilities that provide 24-hour care services are **NOT** part of the MRH.



Statistics

- Within the City limits of Sandy Springs:
 - There are currently 96 apartment complexes with 2 more currently in development
 - There are approximately 1,300 structures
 - There are over 25,000 rental units
 - Represents an estimated 50,000 to 75,000 residents
 - 70% of apartments are 20 years old or older
 - 47% **do not** have an automatic sprinkler system
 - 25% are **partially** sprinklered
 - 28% are **fully** sprinklered



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



INSPECTION SUMMARY

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.
 - 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**

2024 MEP Inspection Schedule

MRH ADDRESS	MRH NAME	2024	2025	2026
1067 Pitts Rd 30350	The Atlantic North Springs	Plumbing	Mechanical	Electrical
125 Northwood Dr 30342	Sierra Creek	Plumbing	Mechanical	Electrical
144 Allen Rd 30328	Sterling Place	Plumbing	Mechanical	Electrical
201 Northwood Dr 30342	Highland Circle	Plumbing	Mechanical	Electrical
300 Carpenter Dr 30328	Parkside Sandy Springs	Plumbing	Mechanical	Electrical
4689 Roswell Rd 30342	Balfour Chastain	Plumbing	Mechanical	Electrical
4717 Roswell Rd 30342	Chateau Villa	Plumbing	Mechanical	Electrical
4883 Roswell Rd 30342	One Sovereign Place	Plumbing	Mechanical	Electrical
501 North River Pkwy 30350	Elme Sandy Springs	Electrical	Plumbing	Mechanical
501 Northridge Rd 30350	Rosemont Dunwoody	Electrical	Plumbing	Mechanical
5320 Roswell Rd 30342	Southern Trace	Electrical	Plumbing	Mechanical
55 Northwood Dr 30342	Highland Springs	Electrical	Plumbing	Mechanical
550 Abernathy Rd 30328	Elliot Abernathy	Electrical	Plumbing	Mechanical
5555 Roswell Rd 30342	The Whitney	Electrical	Plumbing	Mechanical
5675 Roswell Rd 30342	The Harrison	Electrical	Plumbing	Mechanical
57 Trowbridge Lake Dr 30350	Marquis At Perimeter Center	Electrical	Plumbing	Mechanical
5801 Kingsport Dr 30342	Lake Placid	Mechanical	Electrical	Plumbing
6111 Boylston Dr. 30328	6111 Boylston	Mechanical	Electrical	Plumbing
66 Northwood Dr 30342	Monarch Villas	Mechanical	Electrical	Plumbing
6925 Roswell Rd NE 30328	Parc At Abernathy	Mechanical	Electrical	Plumbing
7000 Roswell Rd 30350	Celebration at Sandy Springs	Mechanical	Electrical	Plumbing
7100 Roswell Rd 30328	The Reserve at Ridgewood	Mechanical	Electrical	Plumbing
8450 Roswell Rd 30350	Hellenic Tower	Mechanical	Electrical	Plumbing
8601 Roberts Dr 30350	<u>Waters</u> Edge	Mechanical	Electrical	Plumbing
9401 Roberts Dr 30350	The Lodge on The Chattahoochee	Mechanical	Electrical	Plumbing

2025 MEP Inspection Schedule

MRH ADDRESS	MRH NAME	2025	2026	2027
100 Greyfield Lane 30350	Aqua Sandy Springs	Mechanical	Electrical	Plumbing
1800 Windridge Dr 30350	Veridian at Sandy Springs	Mechanical	Electrical	Plumbing
335 Hammond Dr 30350	Hammond Glen Retirement Community	Mechanical	Electrical	Plumbing
500 Harbor Point Pkwy 30350	Harbor Pointe	Mechanical	Electrical	Plumbing
6901 Glenlake Pkwy 30342	Glen Lake	Mechanical	Electrical	Plumbing
700 Summit Place Dr 30350	Dunwoody Crossing	Electrical	Plumbing	Mechanical
7445 Trowbridge 30350	Spalding Bridge	Electrical	Plumbing	Mechanical
7600 Roswell Rd 30350	Edgewater at Sandy Springs	Electrical	Plumbing	Mechanical
7700 Colquitt Rd 30350	The Overlook Sandy Springs	Electrical	Plumbing	Mechanical
7843 Roswell Rd 30350	Morgan's Landing	Electrical	Plumbing	Mechanical
7889 Roswell Rd 30350	The Addison at Sandy Springs	Electrical	Plumbing	Mechanical
7901 Roswell Rd 30350	Dunwoody Pointe	Plumbing	Mechanical	Electrical
8350 Roswell Rd 30350	The Pointe at Canyon Ridge	Plumbing	Mechanical	Electrical
8600 Roberts Dr 30350	Preserve at Dunwoody	Plumbing	Mechanical	Electrical
8800 Dunwoody Place 30350	The Bowie	Plumbing	Mechanical	Electrical
8805 Dunwoody Place 30350	Azalea Park	Plumbing	Mechanical	Electrical

2026 MEP Inspection Schedule

MRH ADDRESS	MRH NAME	2026	2027	2028
100 Highland Park Trail 30350	Highland Park Atlanta	Mechanical	Electrical	Plumbing
100 Preston Wood Trail 30338	MMA Mount Vernon	Mechanical	Electrical	Plumbing
1000 Spalding Dr 30350	1000 Spalding	Mechanical	Electrical	Plumbing
1265 Mount Vernon Hwy 30338	Mount Vernon Flats <u>At</u> The Perimeter	Mechanical	Electrical	Plumbing
240 Franklin Rd 30342	Park At Chastain	Mechanical	Electrical	Plumbing
295 E. Belle Isle Rd 30342	Waterford Place	Electrical	Plumbing	Mechanical
5450 Glenridge Dr 30342	Charleston Court	Electrical	Plumbing	Mechanical
5470 Glenridge Dr 30342	Perimeter Circle	Electrical	Plumbing	Mechanical
5479 Glenridge Dr 30342	The Stratford Apartments	Electrical	Plumbing	Mechanical
5501 Glenridge Dr 30342	Sirona	Electrical	Plumbing	Mechanical
5550 Glenridge Dr 30342	Perimeter 5550	Electrical	Plumbing	Mechanical
6873 Peachtree Dunwoody Rd 30350	Aventura Dunwoody	Plumbing	Mechanical	Electrical
7150 Peachtree Dunwoody Rd 30350	Randolf Perimeter by Arium	Plumbing	Mechanical	Electrical
7227 Peachtree Dunwoody Rd 30350	Dunwoody Ridge	Plumbing	Mechanical	Electrical
800 Lake Placid Dr 30342	Calibre Springs	Plumbing	Mechanical	Electrical
8085 Adair Ln 30350	Arium At Morgan Falls	Plumbing	Mechanical	Electrical
8592 Roswell Rd 30350	Sunrise At Huntcliff Summit I	Plumbing	Mechanical	Electrical

2027 MEP Inspection Schedule

MRH ADDRESS	MRH NAME	2027	2028	2029
1125 Hammond Dr 30328	Sync At Perimeter	Mechanical	Electrical	Plumbing
1160 Hammond Dr 30328	1160 Hammond Apartments	Mechanical	Electrical	Plumbing
1500 Huntcliff Village Ct 30350	Chattahoochee Ridge By Arium	Mechanical	Electrical	Plumbing
225 Franklin Rd 30342	Windsor Chastain	Mechanical	Electrical	Plumbing
240 E. Belle Isle Rd 30342	Aven Chastain	Mechanical	Electrical	Plumbing
25 Glenlake Parkway 30328	Somerby Sandy Springs	Mechanical	Electrical	Plumbing
3100 River Exchange 30350	The Retreat at River Park	Mechanical	Electrical	Plumbing
3175 River Exchange Dr 30350	The Mansions at Sandy Springs Independent Living	Electrical	Plumbing	Mechanical
350 Carpenter Dr. 30350	Campbell-Stone	Electrical	Plumbing	Mechanical
415 Morgan Falls Rd 30350	The Adair Apartment Homes	Electrical	Plumbing	Mechanical
4804 Roswell Rd 30342	Legacy Ridge At Buckhead	Electrical	Plumbing	Mechanical
5385 Peachtree Dunwoody Rd 30342	Aspire Perimeter	Electrical	Plumbing	Mechanical
5610 Glenridge Dr 30342	Arches at Glenridge	Electrical	Plumbing	Mechanical
6210 Peachtree Dunwoody Rd 30328	Parc at Perimeter	Electrical	Plumbing	Mechanical
6355 Peachtree Dunwoody Rd 30328	Peachtree Dunwoody Place	Plumbing	Mechanical	Electrical
6850 Peachtree Dunwoody Rd 30350	Flats at North Springs	Plumbing	Mechanical	Electrical
7200 Peachtree Dunwoody Rd 30350	Hawthorne Gates	Plumbing	Mechanical	Electrical
7785 Roswell Rd 30350	Wesley St. James	Plumbing	Mechanical	Electrical
789 Hammond Dr 30328	The Eva Atlanta	Plumbing	Mechanical	Electrical
8480 Roswell Rd 30350	Sunrise at Huntcliff Summit II	Plumbing	Mechanical	Electrical
9200 Roberts Dr 30350	River Vista	Plumbing	Mechanical	Electrical

2028 MEP Inspection Schedule

MRH ADDRESS	MRH NAME	2028	2029	2030
111 Glenridge Point Pkwy 30342	Bell Glenridge	Mechanical	Electrical	Plumbing
1110 Hammond Dr 30350	Arabelle Perimeter	Mechanical	Electrical	Plumbing
1115 Springwood Connector 30350	The Bishop	Mechanical	Electrical	Plumbing
1160 Johnson Ferry Rd 30319	Cortland at the Hill	Mechanical	Electrical	Plumbing
185 Cliftwood Drive 30350	The Cliftwood	Mechanical	Electrical	Plumbing
4600 Roswell Rd 30342	The Collection	Mechanical	Electrical	Plumbing
4600 Roswell Rd 30342	The Gateway Chastain	Electrical	Plumbing	Mechanical
550 Northridge Pkwy 30350	550 Northridge Apts	Electrical	Plumbing	Mechanical
5755 Glenridge Dr 30328	Glenn Perimeter	Electrical	Plumbing	Mechanical
6050 Roswell Rd 30350	The Margo	Electrical	Plumbing	Mechanical
6075 Roswell Rd 30350	Adley City Springs	Electrical	Plumbing	Mechanical
6125 Roswell Rd 30350	The Morgan Sandy Springs	Electrical	Plumbing	Mechanical
6400 Blue Stone Rd NE 30328	Aston City Springs	Plumbing	Mechanical	Electrical
6500 Aria Blvd 30350	The Alastair at Aria Village	Plumbing	Mechanical	Electrical
6558 Roswell Rd 30328	Juniper Sandy Springs	Plumbing	Mechanical	Electrical
6919 Peachtree Dunwoody Rd 30350	LINQ At North Springs	Plumbing	Mechanical	Electrical
7260 Roswell Rd 30328	Fairfield North Springs	Plumbing	Mechanical	Electrical
7300 Spalding Dr 30092	The Mansions at Sandy Springs Assisted Living	Plumbing	Mechanical	Electrical
8765 Roswell Rd 30350	North Rive Redevelopment	Plumbing	Mechanical	Electrical

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.

CITY INSPECTIONS

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

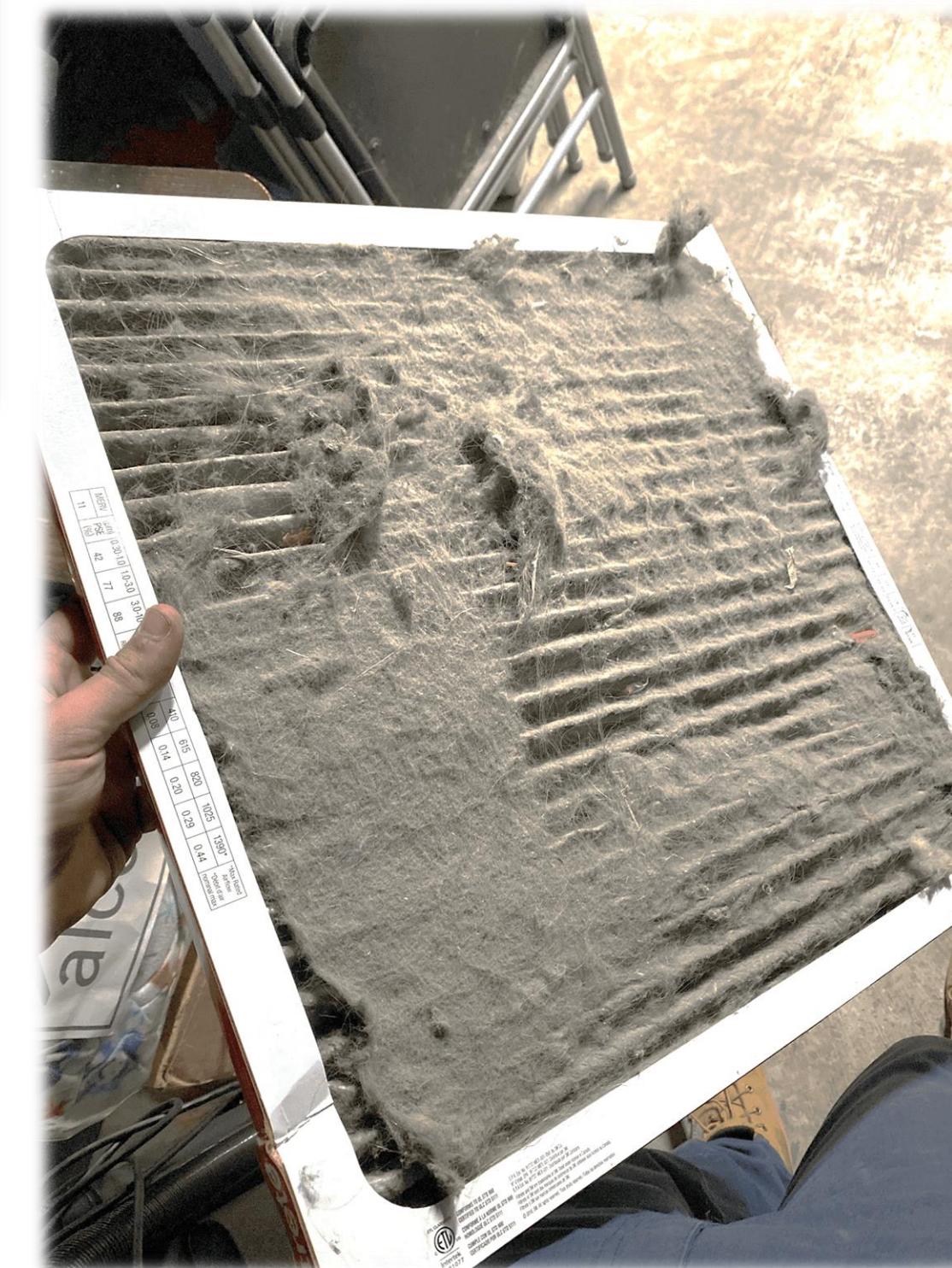
- The Code Enforcement Division is responsible for:
 - Inspecting all common spaces and amenity areas
 - For investigating interior and exterior resident complaints
 - Responsible for the overview and final approval of all Certified Building Inspector reports
- The Code Enforcement Division Manager oversees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



SANDY SPRINGS
COMMUNITY DEVELOPMENT

City Inspectors – Code Enforcement Division

- Common Deficiencies:
 - General lack of maintenance
 - Excessive trash accumulation
 - Environmental hazards (mold growth)
 - Water damage
 - Structural Damage
 - Clogged dryer vents
 - Dirty HVAC filters
 - Clogged gutters & downspouts
 - Open pool gates
 - Non-operational pool phones



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



City Inspectors – Fire Marshal's Office

- Common Deficiencies:
 - Failure to recertify fire suppression systems and detection systems
 - Lack of cooktop suppression system device
 - Expired fire extinguishers
 - Obstructed egress paths
 - Abandoned vehicles
 - Open panel covers
 - Lack of permanent addressing on utilities
 - Grills located within 10'-0" of combustible siding.



3RD PARTY INSPECTIONS

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.

3rd Party Inspectors – Certified Building Inspector

- **What does a CBI inspect?**

- Responsible for the interior inspection of all Multifamily Rental Dwellings and Multifamily Rental Units.

- **What are the minimum qualifications?**

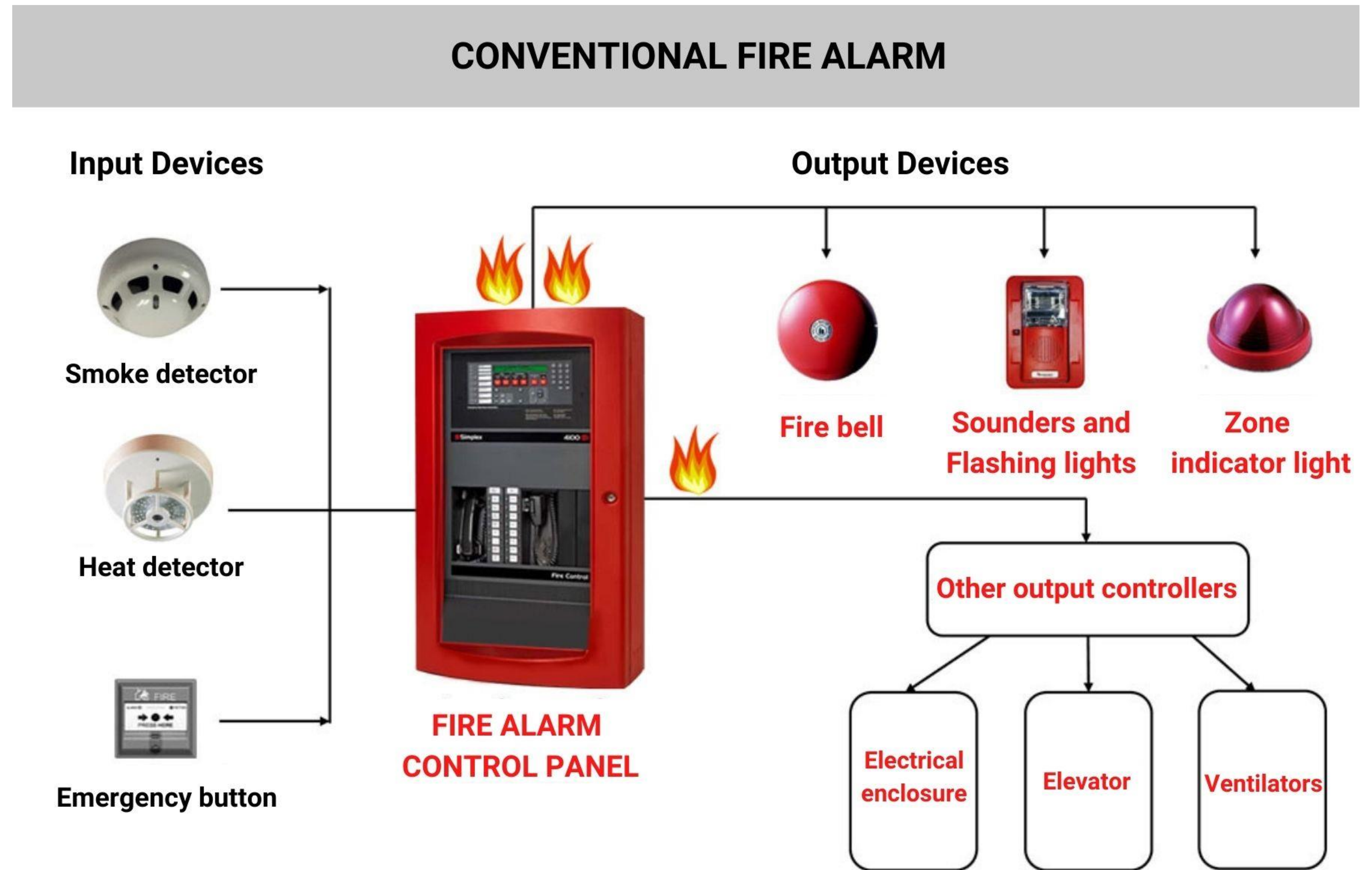
- At least one of the following:
 - Registered Architect in the State of Georgia
 - Licensed Civil/Structural Engineer in the State of Georgia
 - A current ICC Commercial Combination Inspector certification
 - A current ICC Property Maintenance and Housing Inspector certification.
- All Certified Building Inspectors **shall complete an annual certification course** presented by the City of Sandy Springs.

3rd Party Inspectors – Fire Alarm System

- **What does a Fire Alarm System Contractor inspect?**
 - Any single device or assembly of equipment designed to monitor and/or signal the occurrence of a fire, illegal or unauthorized entry, or other activity requiring immediate attention and to which a public safety department will be requested to respond
- **What are the minimum qualifications?**
 - All fire alarm system companies shall be licensed by the Office of Insurance and Safety Fire Commissioner in the State of Georgia
 - All inspectors shall have a Level II certification in Fire Alarm Systems from the National Institute for Certification in Engineering Technologies (NICET)
- All Fire Alarm System Contractors shall **submit evidence of minimum qualifications** to the City of Sandy Springs each year

3rd Party Inspectors – Fire Alarm System

- Common Inspection Items:
 - Fire Control Panel
 - Testing
 - Visual Inspection



3rd Party Inspectors – Fire Suppression (Sprinkler) System

- What does a Fire Suppression (Sprinkler) System Contractor inspect?
 - Any system used to extinguish, control, or in some cases, entirely prevent fires from spreading or occurring
- What are the minimum qualifications?
 - Shall be licensed by the Office of Insurance and Safety Fire Commissioner in the State of Georgia.
- All Fire Suppression (Sprinkler) System Contractors **shall submit evidence of minimum qualifications** to the City of Sandy Springs each year

3rd Party Inspectors – Fire Suppression (Sprinkler) System

- Common Inspection Items:
 - Pipe & Fittings
 - Sprinkler Heads
 - Control Valves
 - Gauges
 - Fire Department Connections
 - Backflow Preventers



3rd Party Inspectors – Fire Suppression (Sprinkler) System

- All sprinkler systems shall be tagged with the corresponding inspection results:

																CL #												
																CC #												
																INSPECTOR LICENSE #												
																INSPECTOR SIGNATURE:												
																FACILITY:												
																ADDRESS:												
																INSPECTION TAG												
																DO NOT REMOVE												
																BY ORDER OF												
																THE STATE FIRE												
																MARSHAL												

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15													
16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31												
JAN																FEB											
MAR																APR											
MAY																JUN											
JUL																AUG											
SEP																OCT											
NOV																DEC											
YEAR																YEAR											

Green Tag
(Inspection Tag)

																CL #												
																CC #												
																INSPECTOR LICENSE #												
																INSPECTOR SIGNATURE:												
																FACILITY:												
																ADDRESS:												
																NON COMPLIANCE TAG												
																DO NOT REMOVE												
																BY ORDER OF												
																THE STATE												
																FIRE MARSHAL												
																SYSTEM NOT IN COM-												
																PLIANCE WITH NFPA												
																STANDARDS												

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15													
16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31												
JAN																FEB											
MAR																APR											
MAY																JUN											
JUL																AUG											
SEP																OCT											
NOV																DEC											
YEAR																YEAR											

Yellow Tag
(Non-Compliance Tag)

																CL #												
																CC #												
																INSPECTOR LICENSE #												
																INSPECTOR SIGNATURE:												
																FACILITY:												
																ADDRESS:												
																IMPAIRMENT TAG												
																DO NOT REMOVE												
																BY ORDER OF												
																THE STATE FIRE												
																MARSHAL												

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15													
16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31												
JAN																FEB											
MAR																APR											
MAY																JUN											
JUL																AUG											
SEP																OCT											
NOV																DEC											
YEAR																YEAR											

Red Tag
(Impairment Tag)

3rd Party Inspectors – Private Fire Hydrant

- **What does a Private Fire Hydrant Contractor inspect?**
 - Any fire hydrant that is owned by a non-governmental entity and located on private property, including any residential private street where there is ownership of the street by an individual, group of individuals, or a legal entity.
- **What are the minimum qualifications?**
 - Shall be licensed by the State of Georgia as either:
 - A Licensed Utility Contractor,
 - A Licensed Fire Sprinkler Contractor
 - A Licensed Plumber
- All Private Fire Hydrant Contractors **shall submit evidence of minimum qualifications** to the City of Sandy Springs each year

3rd Party Inspectors – Private Fire Hydrant

- Monitor and report damaged or non-functioning fire hydrants.
- Unobstructed access to fire hydrants shall always be maintained to allow for immediate access by the fire department.
- A 3-foot clear space shall be maintained around the circumference of fire hydrants
- Private hydrant shall be painted silver and must have orange reflective tape around the bonnet.



3rd Party Inspectors – Private Fire Hydrant

- Where's the fire hydrant?



3rd Party Inspectors – Mechanical Trade Inspector

- **What does a Mechanical Trade Inspector inspect?**
 - All Heating, Ventilating, and Air Conditioning (HVAC) components and Temperature Controls of a building to make sure that the equipment is properly maintained and operating within the manufacturer's specifications.
 - These inspections are similar to the annual A/C and Heating tune-ups common with many HVAC service companies.
- **What are the minimum qualifications?**
 - Licensed Conditioned Air Contractor in the State of Georgia
 - Restricted
 - Non-Restricted
- All Mechanical Trade Inspectors shall **submit evidence of minimum qualifications** to the City of Sandy Springs each year

3rd Party Inspectors – Mechanical Trade Inspector

- **Common HVAC inspection items include:**

- Checking refrigerant levels and pressure
- Cleaning your HVAC unit's condensate drain and tray
- Verifying your thermostat is working
- Measuring the current and voltage of your AC's blower motor, compressor, and condenser fan
- Inspecting the air handler and system fans
- Inspecting the air plenum for loose duct connections and leaks
- Checking electrical connections and components such as capacitors, contactors, and boards



3rd Party Inspectors – Mechanical Trade Inspector

- Common HVAC inspection items include (cont.):

- Measuring amperages
- Checking thermostat and batteries
- Setting fan speeds for correct air flow
- Rinsing out the condenser coils
- Inspecting and advising on indoor air quality products
- Inspecting the entire system for any abnormalities, including the electrical system
- Cleaning and lubricating all relevant parts
- Calibrating different components for optimal performance
- Testing the newly tuned-up system



3rd Party Inspectors – Electrical Trade Inspector

- **What does an Electrical Trade Inspector inspect?**

- All wiring, conduits, and outlets inside each multifamily rental unit and common space amenity buildings/structures to identify potential electrical hazards and make the necessary repairs to ensure that everything is up to code and functioning properly.
- This includes but is not limited to the main electrical panel, HVAC wiring, smoke alarms, CO detectors, and service entrance electrical components.

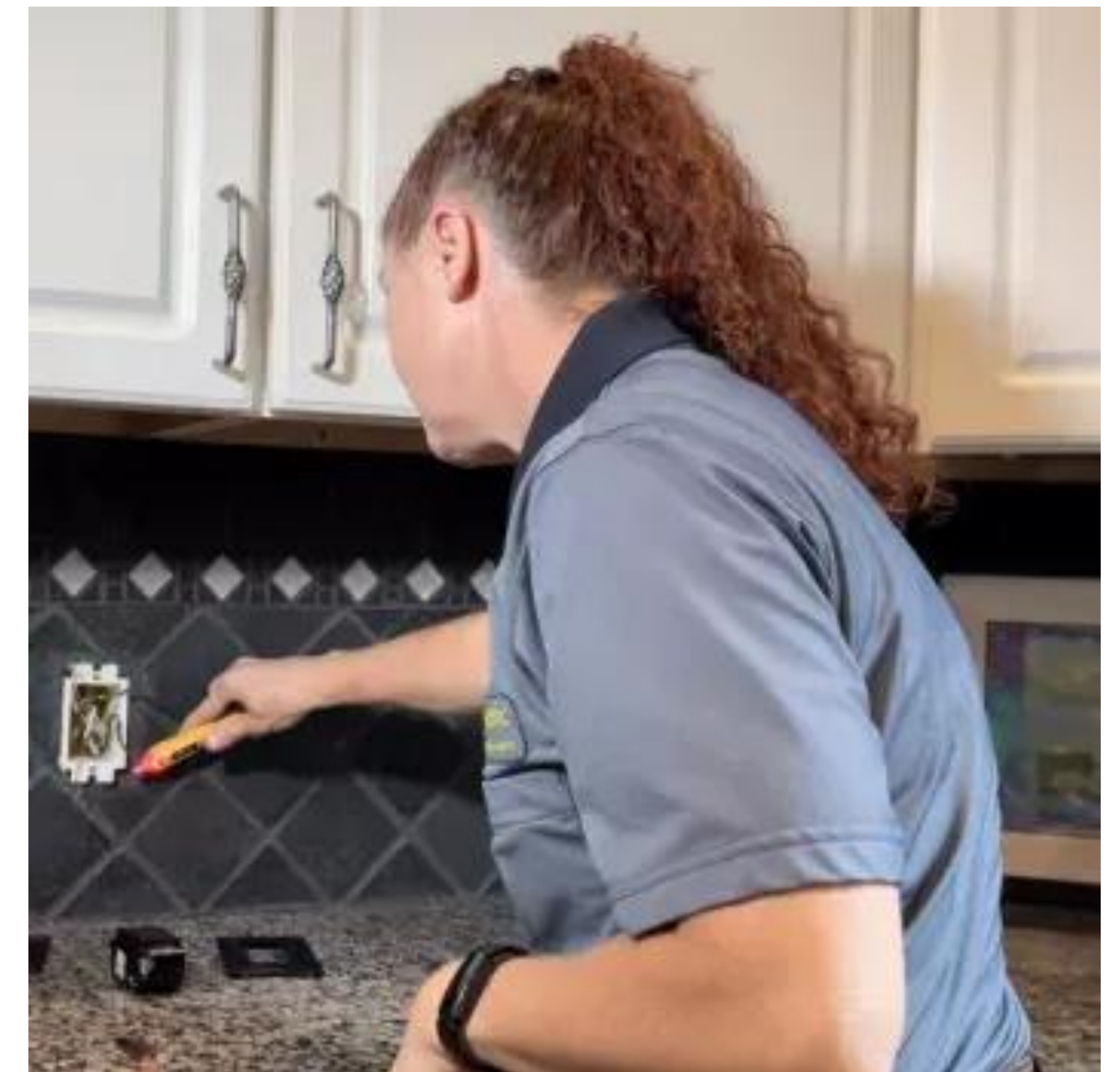
- **What are the minimum qualifications?**

- Licensed Electrical Contractor in the State of Georgia
 - Restricted
 - Non-Restricted
- All Electrical Trade Inspectors shall **submit evidence of minimum qualifications** to the City of Sandy Springs each year

3rd Party Inspectors – Electrical Trade Inspector

- Common electrical safety inspection items include:

- Electrical outlets
- Light fixtures
- Switches
- Circuit breakers/fuses
- Grounding
- Wiring
- Electrical panel
- Consumer mains
- Switchboards
- Proper bonding
- Appliance checks
- Ceiling and exhaust fans



3rd Party Inspectors – Plumbing Trade Inspector

- What does a Plumbing Trade Inspector inspect?
 - All plumbing fixtures and systems to make sure that the equipment is properly maintained and operating within the manufacturer's specifications.
- What are the minimum qualifications?
 - Licensed Plumber in the State of Georgia
 - Master Plumber
 - Journeyman Plumber
- All Plumbing Trade Inspectors shall submit evidence of minimum qualifications to the City of Sandy Springs each year

3rd Party Inspectors – Plumbing Trade Inspector

- **Common Inspection Items:**

- Check for leaks
- Check toilets
- Check toilet wax ring
- Check faucets
- Inspect P-traps
- Test shutoff valves
- Check bathtubs and showers
- Clear drains
- Caulk seals



3rd Party Inspectors – Plumbing Trade Inspector

- Common HVAC inspection items include (cont.):

- Check garbage disposal
- Test the dishwasher
- Check refrigerator lines/filters
- Check icemakers
- Inspect washing machine hoses
- Check home water pressure
- Check water heaters (including tankless heaters)
- Check sewer main
- Inspect vent pipes
- Check hose spigots



PROPERTY MANAGEMENT / MAINTENANCE STAFF INSPECTIONS

Property Management/Maintenance Staff

- **What does a Property Management/Maintenance Staff inspect?**
 - All routine maintenance that involves environmental, structural, sanitation, fire and safety, mechanical, electrical, plumbing, and other general property maintenance.
 - Allowed to perform the annual dryer vent cleaning and maintain the maintenance log.
- **What are the minimum qualifications?**
 - Must be a competent individual and possess a basic understanding of general maintenance and hands-on repair.
- All Property Management/Maintenance Staff shall **maintain a record of all inspection reports, logs, and Code Compliance Certificates for a minimum of three (3) years.**

Dryer Vent Cleaning

- Each year, 15,000 residential fires are linked to clothes dryers.
- It's estimated those fires caused:
 - 5 deaths
 - 100 injuries
 - \$35 million in damages
- Tests show flames from a dryer fire can fill the laundry room in less than 8 minutes.
- Cleaning the dryer lint trap only removes 25% of the total lint.
- Without routine lint removal from the dryer vent hose and lint trap, build up will occur and increase fire risk.

Dryer Vent Cleaning



Property Management/Maintenance Staff



CITY-MANDATED LIFE SAFETY REQUIREMENTS

Stove or Cooking Range Fire Suppression Device

- All vent hoods, or open areas located above a stove or cooking range, shall be equipped with a National Science Foundation (NSF) certified automatic fire suppression device.
- Such devices shall be always maintained in an operable condition by the owner or their authorized property management company.
- This section shall not apply to any multifamily rental unit that is equipped with a sprinkler system.



Fire Extinguishers

- Install and maintain fire extinguishers in good working condition, and compliant with all applicable laws and standards, including a current service tag from a licensed fire extinguisher contractor indicating the fire extinguisher has been serviced within the past 365 days.



Fire Extinguishers

- A fire extinguisher is required to be located as follows:
 - **Interior Units:** A fire extinguisher classified as a 2A10BC extinguisher or larger with at least five (5) pounds of extinguishing powder shall be located within each unit **not** equipped with an operable sprinkler system.



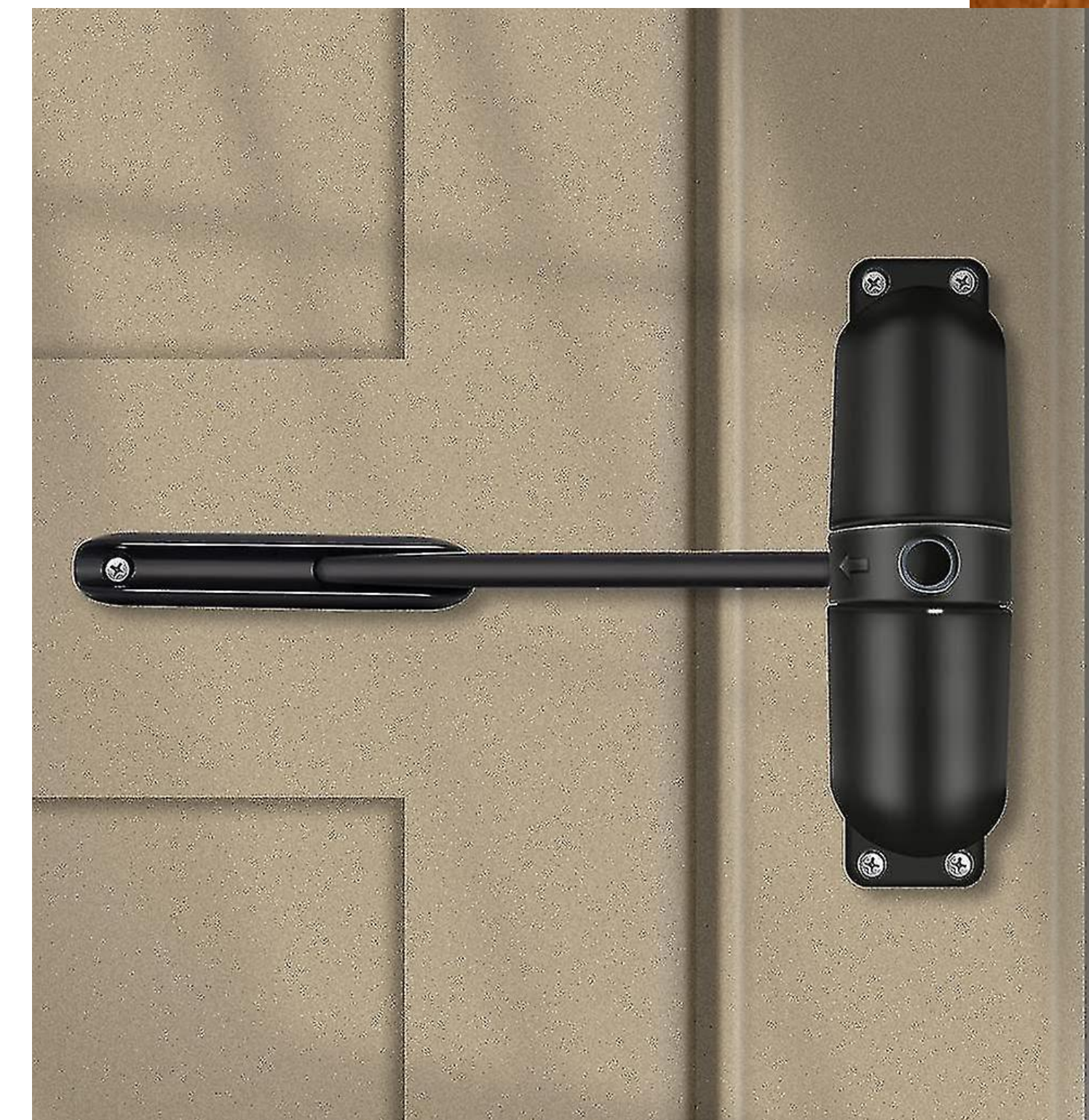
Fire Extinguishers

- A fire extinguisher is required to be located as follows:
 - **Common Areas**: A fire extinguisher classified as a 4A60BC extinguisher or larger with at least ten (10) pounds of extinguishing powder shall be located in **all** common areas, including all hallways and breezeways, on each floor of all structures within a Multifamily Rental Housing property.



Self-Closing Doors

- All doors providing access to interior corridors, breezeways, or stairs in any Multifamily Rental Housing shall be self-closing or equipped with a device that will ensure closing after having been opened.
- The Owner is required to always keep and maintain such doors in good working condition.
- Compliance of this ordinance is mandatory by November 1, 2024.



Vertical Chase Protection

- All open vertical chases that extend into the attic shall be sealed with fire blocking at the attic floor line in accordance with the International Building Code.



Vertical Chase Protection

- Acceptable fire blocking:
 - 1/2" Plywood
 - 1/2" Gypsum Board
 - 2x wood framing
 - Mineral wool
 - Fire Caulk



Non-Combustible Siding

- All non-sprinklered Multifamily Rental Housing with an exterior shared breezeway shall have the exterior material replaced with a non-combustible material.
 - Includes siding and ceiling material
- Compliance of this ordinance is mandatory by November 1, 2024.



Non-Combustible Siding

- Which One is Combustible?



- Vinyl Siding and Ceiling



- Cementitious Siding and Ceiling

Non-Combustible Siding

- Many patterns and layouts to choose from



Protection of Exposed and Unprotected Wood

- All areas without a sprinkler system, where there are interior exposed and unprotected wood framing studs or plywood, including any attic area not otherwise protected by a dry fire suppression system, shall be protected by one of the following:
 - a) Fire Barrier
 - b) Sprinkler System
 - c) Intumescent Paint



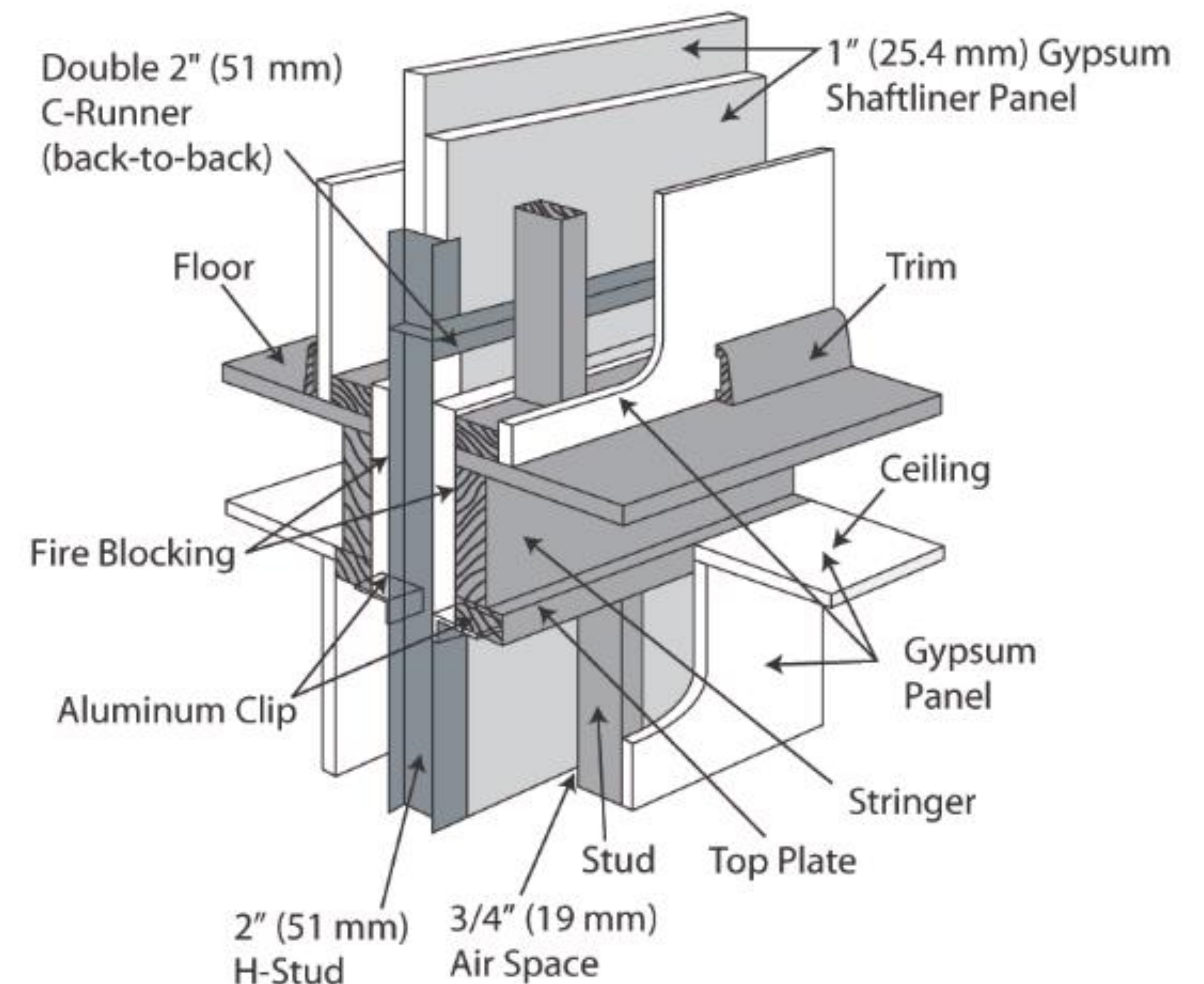
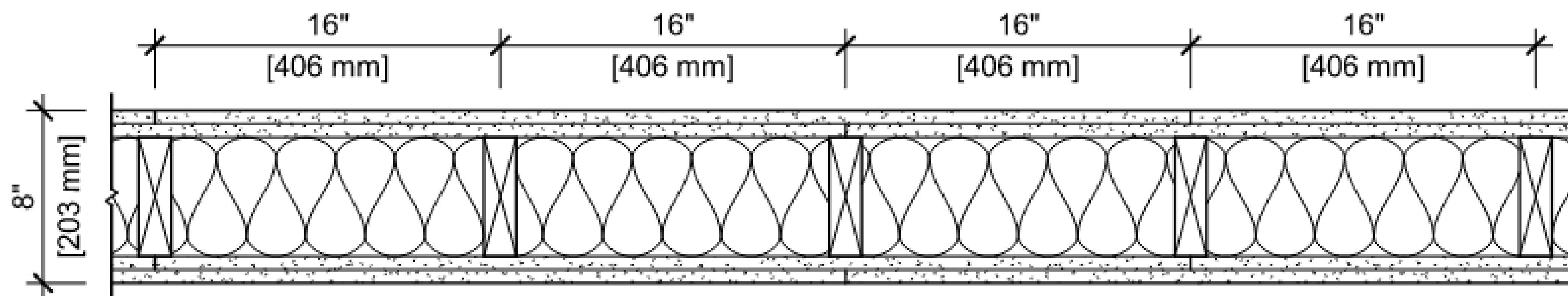
Exposed and Unprotected Wood – Fire Barrier

- A two-hour rated fire barrier shall be installed that extends from the top of the foundation or floor/ceiling assembly below to the underside of the floor or roof sheathing in the attic.

UL U301 - 2-HOUR FIRE RATING

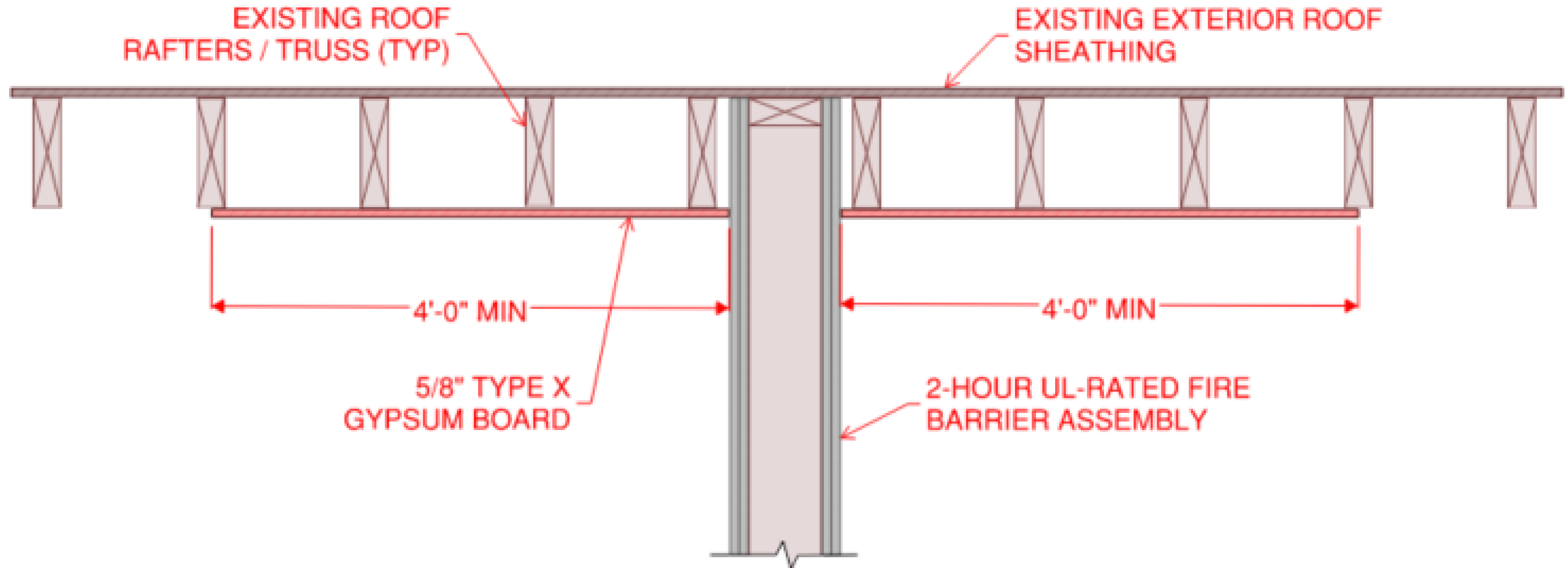
ASSEMBLY REQUIREMENTS:

GYPSUM PANELS: TWO LAYERS 5/8" [15.9 MM] SHEETROCK® GYPSUM PANEL (UL TYPE SCX)
WOOD STUDS: 2" X 6" [38 X 140 MM] WOOD STUDS, 16" [406 MM] O.C.
INSULATION: 5-1/2" [140 MM] FIBERGLASS INSULATION
GYPSUM PANELS: TWO LAYERS 5/8" [15.9 MM] SHEETROCK® GYPSUM PANEL (UL TYPE SCX)



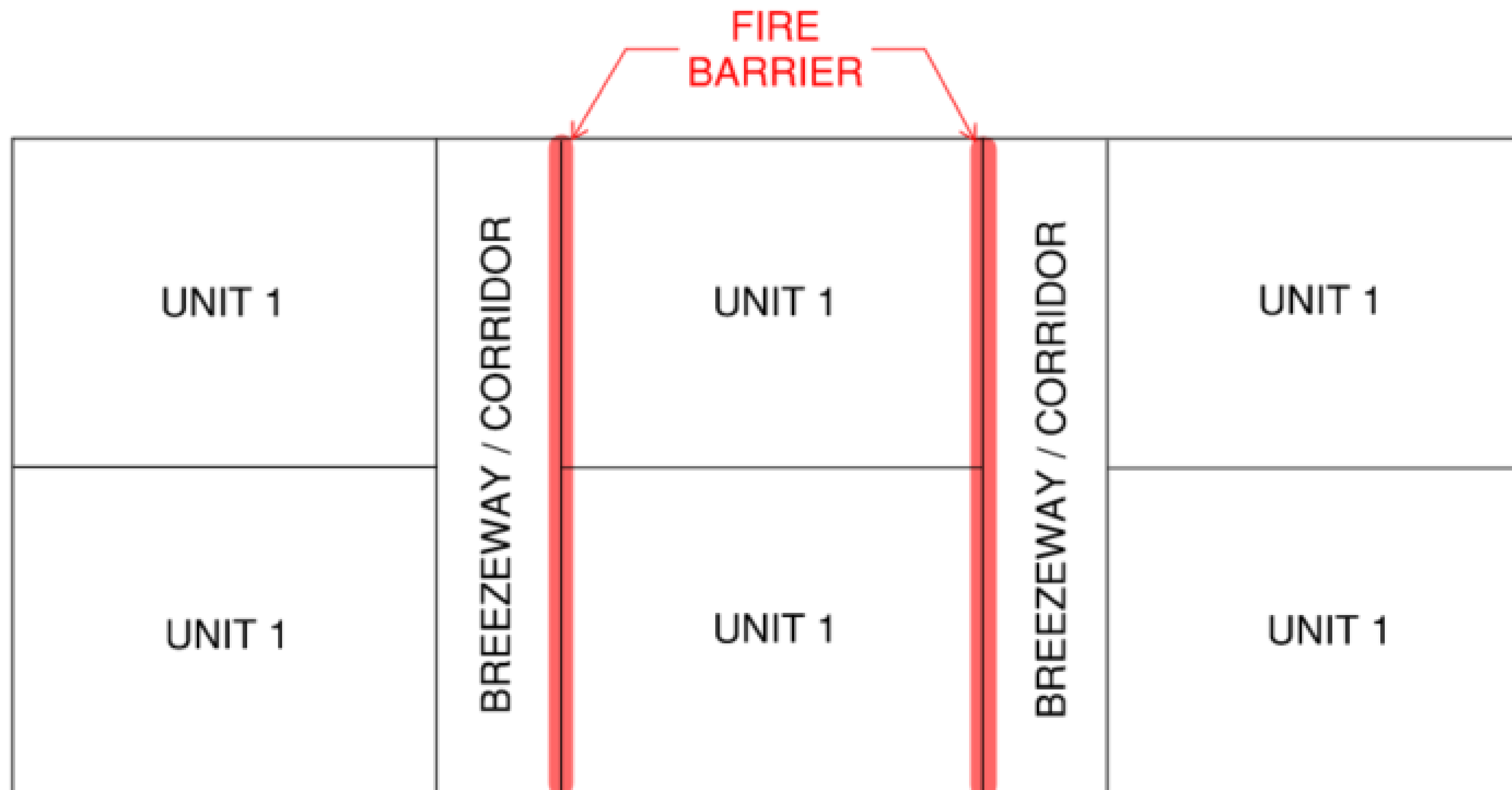
Exposed and Unprotected Wood – Fire Barrier

- A single layer of 5/8" Type X gypsum board shall also be installed on the underside of the roof framing members and shall extend a minimum of 4'-0" on each side of the fire barrier.



Exposed and Unprotected Wood – Fire Barrier

- Each fire barrier shall be installed as necessary to create separate fire areas that have no more than two units in each fire area; or as otherwise approved by the Chief Building Official.



Exposed and Unprotected Wood – Fire Barrier



Exposed and Unprotected Wood – Fire Barrier



- Non-combustible CMU wall preventing the spread of fire.



- Fire-rated wall assembly preventing the spread of fire

Exposed and Unprotected Wood – Sprinkler System

- For exposed and unprotected wood in attics, a fire sprinkler system shall be installed in accordance with NFPA 13 or NFPA 13R.



Sprinkler Head



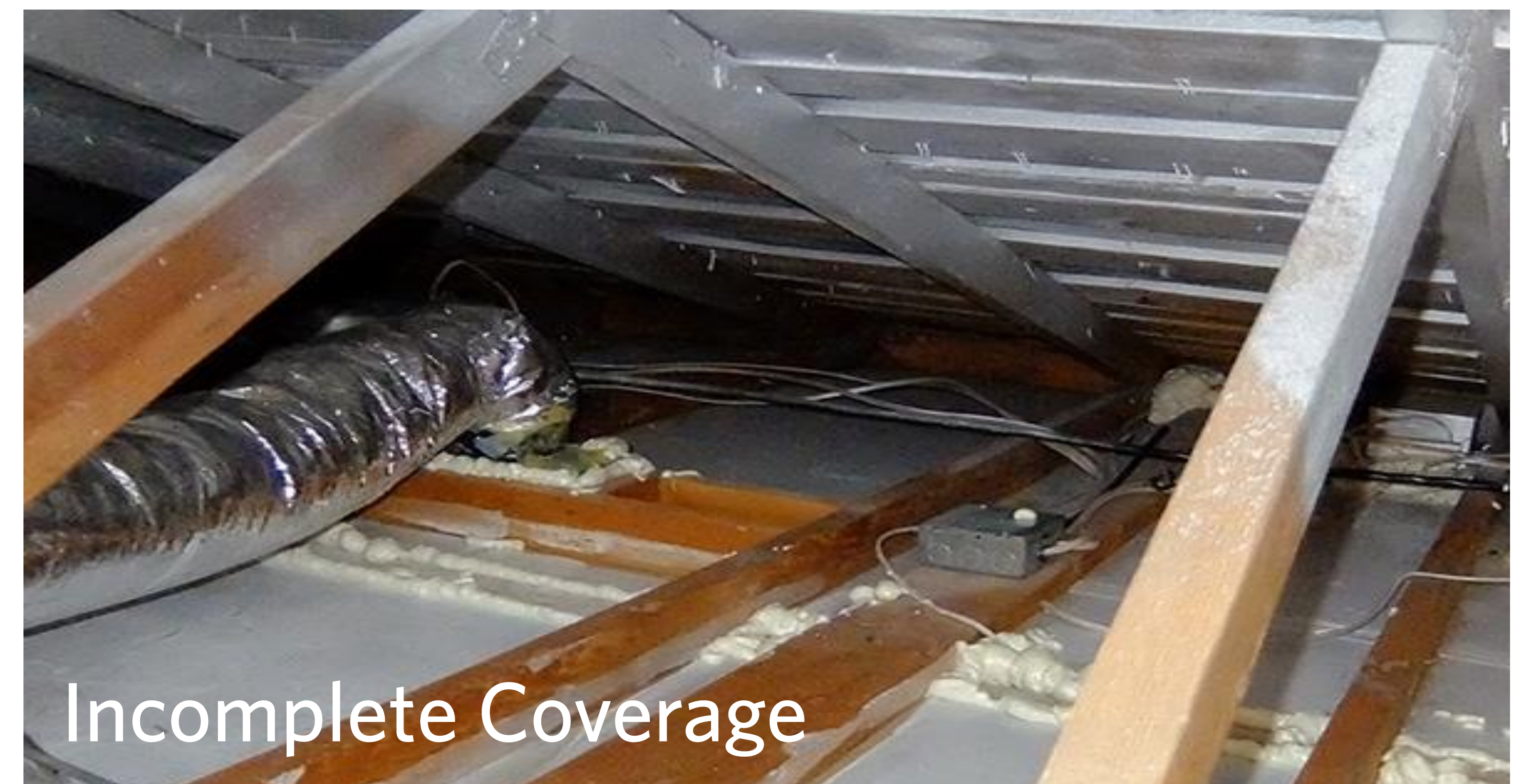
Sprinkler Line



Sprinkler Riser

Exposed and Unprotected Wood – Intumescent Paint

- All surfaces of exposed and unprotected wood **shall be painted with intumescent paint** in accordance with the manufacturer's specifications.
- An on-site, **third-party inspection** is required after installation to verify compliance with the manufacturer's specifications.
- Thereafter, intumescent paint shall be **reapplied and maintained** where there is a surface breach of the paint and/or in accordance with the manufacturer's specifications.



Exposed and Unprotected Wood – Intumescent Paint

- As of December 6, 2023, all existing Multifamily Rental Housing shall have the initial installation of intumescent paint installed.
- When reapplication is required, the Owner shall have the option to install any of the options listed in the Exposed and Unprotected Wood section of this code.



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.



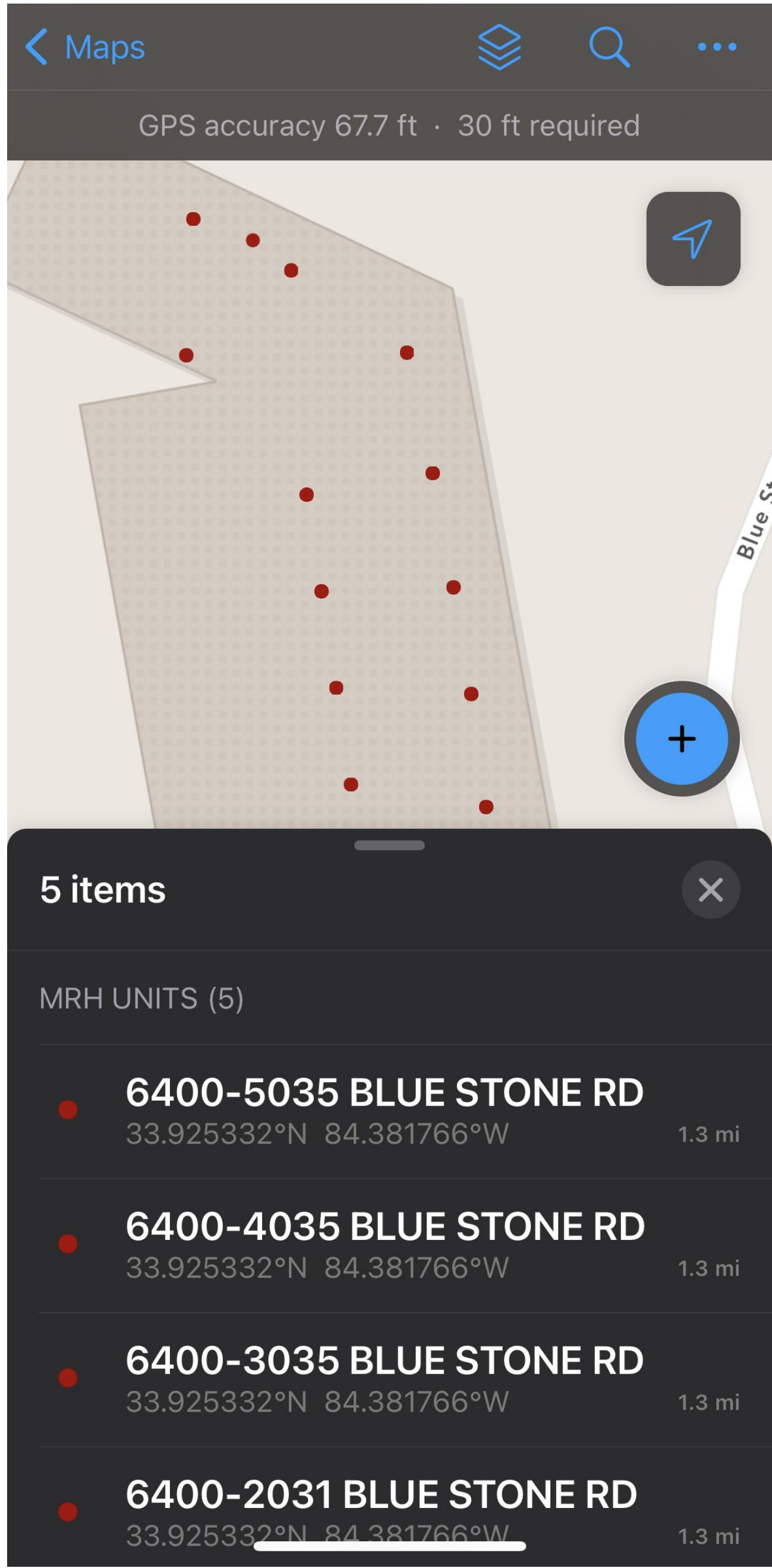
ArcGIS® Field Maps



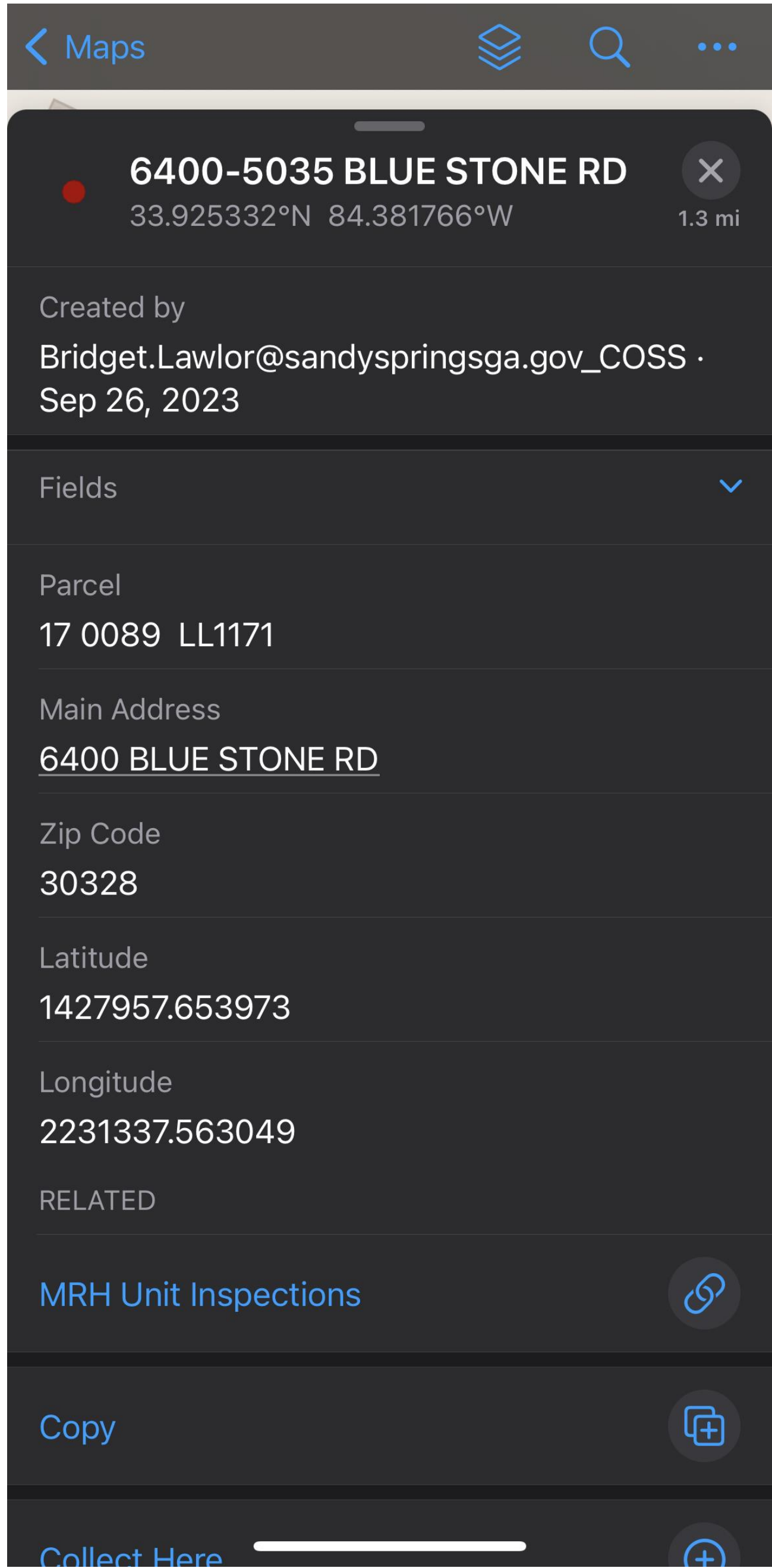
Inspection Reporting



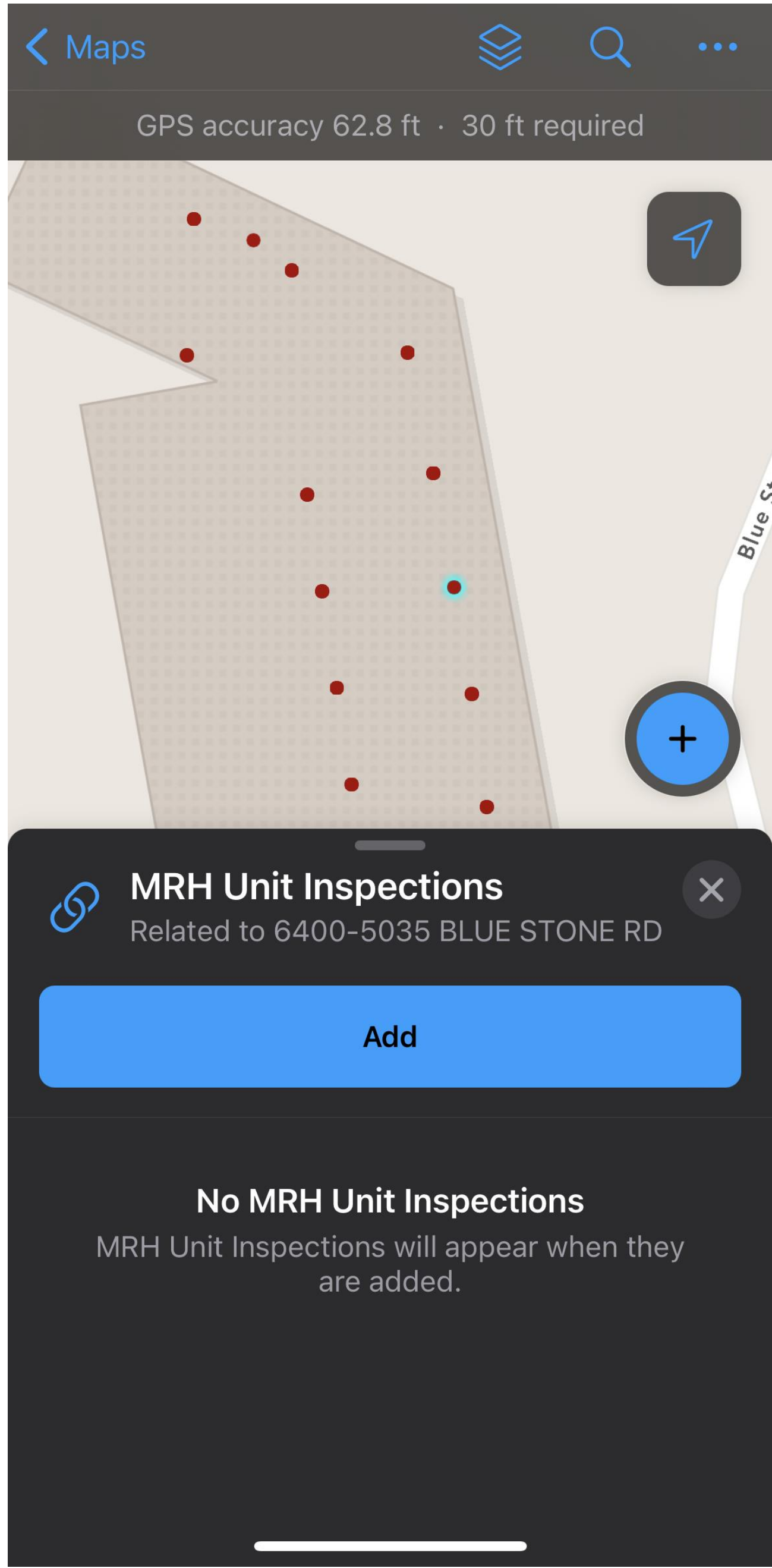
1) Select the location



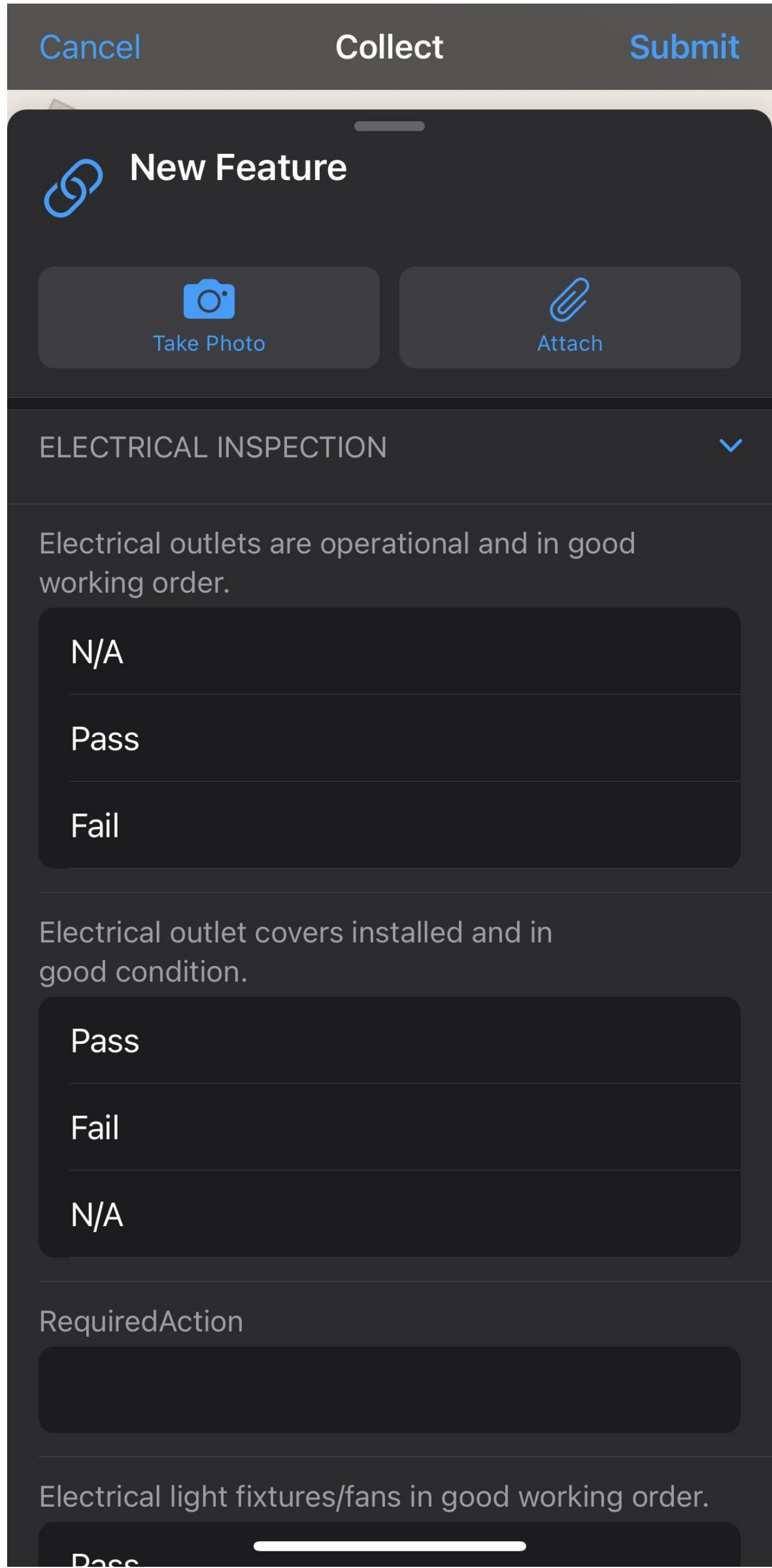
2) Select the unit



3) Property Information



4) Add a report



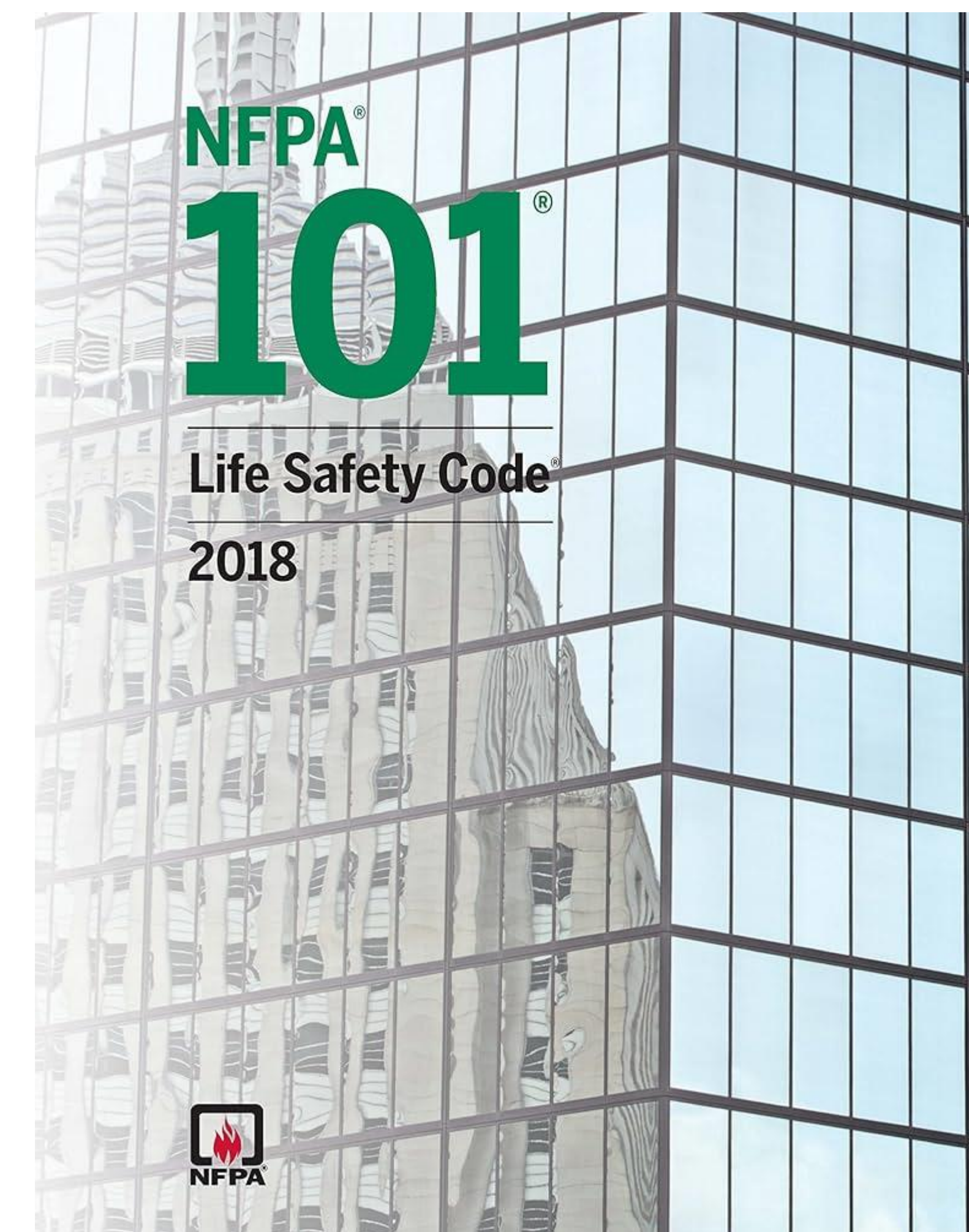
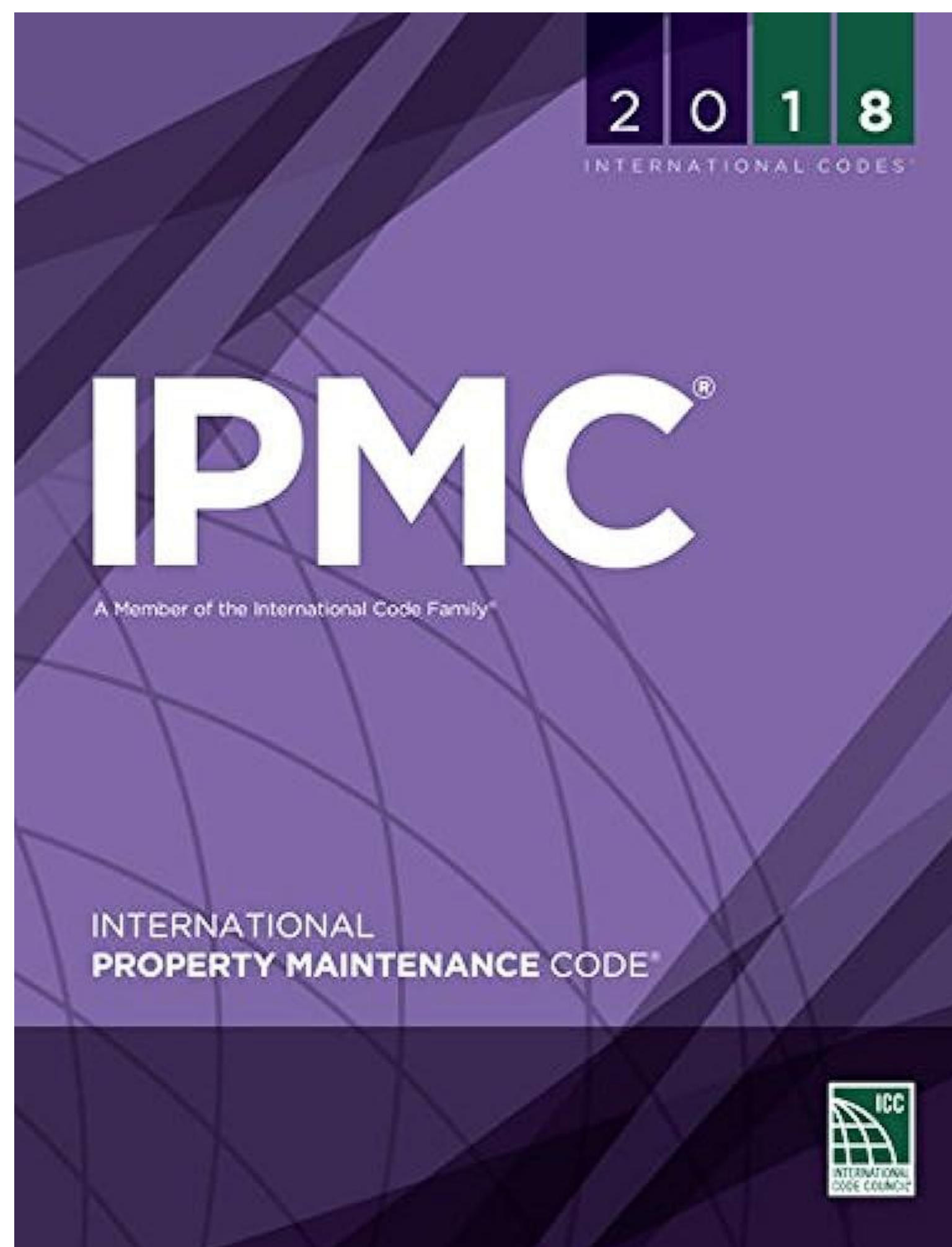
5) Fill out the report



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

- An Owner shall be guilty of a violation of the Code for each of the following:
 - Knowingly participates in furnishing false inspections and/or reports to the City;
 - Fails to come into compliance with known deficiencies within the allotted time determined by the MRH Task Force.
 - Is negligent in property maintenance

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



OCCUPATIONAL TAX CERTIFICATE

Occupational Tax Certificate

- All owners of Multifamily Rental Housing within the City that receive income for the use of four or more Multifamily Rental Dwellings or Multifamily Rental Units within the City shall be subject to an occupation tax.
- Failure to pay the occupational tax shall be a violation and is subject to those penalties outlined in Article V – Business and Occupational Taxes.



Occupational Tax Certificate Requirements

- For all applications for a new, or renewal, occupational tax certificate, the following items are required to be submitted:
 - **A Code Compliance Certificate** – This certificate shall be issued by the City after all City Inspection Reports, Owner reports, and Third-Party Inspection Reports have been verified for compliance with all applicable codes and standards.
 - **Property Manager Certification** – At least one property manager physically located at the apartment complex must attend and complete the City sponsored property manager training at which time a certificate of completion will be issued.
 - **Certificate of Insurance** – All owners of MRH within the City are required to possess and maintain an insurance policy for all buildings and structures.

SUMMARY

Summary – Deadlines

- **All 2023 inspections** shall be completed by December 31, 2023.
 - Only the 20% required by the previous code is required to be completed in 2023.
 - The 2023 inspections apply for the 2024 Occupational Tax Certificate Year.
- **2023 Occupational Tax Certificate** expires December 31, 2023.
- **2024 Occupational Tax Certificate** must be filed no later than March 31, 2024



2025 Occupational Tax Certificate Requirements

1. 2025 Occupational Tax Certificate Application
2. Property Manager Certification issued by the City prior to March 31, 2025
 - Property Manager must be physically located on the property or assigned to the property
3. Certificate of Compliance issued by the City for the 2024 inspections
 - ***100% inspections shall be completed in 2024 as required by the new code***
4. Current Certificate of Insurance



2025

Commonly Asked Questions

Commonly Asked Questions

- ***What issues are appropriate to report?***
 - If you have an immediate life-safety emergency, please call 911.
 - All non-life-safety issues should be reported to the owner/property management first
 - If the issue is not responded to in an appropriate amount of time, then the tenant should contact the City of Sandy Springs by one of the following:
 - Call the Sandy Springs Response Center at (770) 730-5600.
 - Use the Sandy Springs Works mobile app (available from the Apple or Android App Store)
 - Online Web Chat (<https://chat.sandyspringsga.gov/>)
 - Common issues include property maintenance, noise, zoning violations, trash, abandoned vehicles, pets, etc.
 - The Fire Department and/or Code Enforcement will send an officer to the subject location to investigate all concerns to determine if a code violation exists and instruct the owner/property management of the required corrective action, if any.

Commonly Asked Questions

- ***What can be done about abandoned vehicles?***
 - Section 302.8 – Motor Vehicles of the International Property Maintenance Code states the following:
 - “Inoperative or unlicensed motor vehicles shall not be parked, kept or stored on any premises, and vehicles shall not at any time be in a state of major disassembly, disrepair, or in the process of being stripped or dismantled.”
 - “Exception: A vehicle of any type is permitted to undergo major overhaul, including body work, provided that such work is performed inside a structure or similarly enclosed area designed and approved for such purposes.

Commonly Asked Questions

- **How should we address the dumping of large household items?**
 - All trash is required to be located in the appropriate trash receptacles (i.e.: dumpsters)
 - Any large household items should be deposited at the local landfill or other arrangements to pick up and remove these items must be made in advance and coordinated with the on-site property management.

Commonly Asked Questions

- **Will the city be able to enforce animal control issues (i.e.: leashes for dogs)?**
 - Section 10-11 – “Running at Large” of the City Code states:
 - “It shall be unlawful for the owner, custodian or harbinger of any dog to allow or permit such dog to leave the premises of the owner or other person having custody of the dog unless such dog is securely under leash, said leash being not more than six feet long, and under the control of a competent person.”
 - “Dogs must be confined to the premises of the owner or other person having custody of the dog and shall be restrained by means of a fence or wall or other enclosure, or restrained individually by a leash or chain.”
 - The City can issue citations for these types of violations; however, if physical removal or more serious action is required, you can contact Fulton County Animal Services at (404) 613-0358.

Commonly Asked Questions

- **Fire Safety Community Outreach**
 - The Sandy Springs Fire Department offers programs and opportunities to teach about fire-safety education that includes topics such as how to prevent fires, what to do in case a fire does occur, matches and lighters, stop, drop and roll, kitchen safety, hot/dangerous items in the home, crawling low under smoke, meeting places, smoke detectors, first aid and more.
 - Additional holiday and social gathering safety tips are available for grilling safety, thanksgiving safety, winter holiday safety, and christmas tree Safety
 - Many of these safety-related items are available on the City's website under the public safety menu located at the top of the page. (www.sandyspringsga.gov)
 - For more information about fire-safety training, please contact the Community Affairs Officer at 770-296-8200



QUESTIONS

CONTACTS

CONTACTS

- If you have any general questions regarding the MRH ordinance, please contact us via e-mail at: MRH@sandyspringsga.gov
- If you have any specific questions for any of the MRH Task Force officers, please contact them directly at:

Building Department

Jonathan Livingston, P.E.

Chief Building Official

jlivingston@sandyspringsga.gov

770-206-1545

Fire Marshal Office

Capt. Scott McCall

Deputy Fire Marshal

smccoll@sandyspringsga.gov

770-206-4368

Code Enforcement

Yvonne Shaw

Code Enforcement Manager

yshaw@sandyspringsga.gov

770-206-1589