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.
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 to search for certified inspectors by zip code. You may also find the ICC website, 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 to find copies of the ordinance, the certificate and the inspection form. You can also call 770-730-5600 and request copies.