



MULTI-FAMILY INSPECTION PROGRAM

In 2014, the City of Doraville passed an ordinance that requires multi-family rental dwellings of four (4) or more units to be inspected for compliance with adopted codes. The new multi-family inspection program is designed to:

- Preserve property values, promote economic vitality and crime prevention, and ensure safe, healthy, and clean environments; and
- Promote ongoing investment in upkeep and maintenance.

Per Doraville Code of Ordinances Sec. 5-72, properties must be inspected by a Certified Building Inspector, and a Certificate of Compliance certifying the units passing inspection must be submitted annually with the renewal of the required Occupational Tax Certificate.

The first milestone of the program is March 31, 2016, by which date all properties subject to the ordinance must have 100% of their units inspected and in compliance with required standards.

- For 2015, the exterior and all multifamily rental dwellings/units must be inspected and certified.
- Every year thereafter, 20% of the exterior and 20% of the dwellings/units must be inspected and certified, provided that all buildings and all dwellings/units are to be inspected, at a minimum, every five years.
- All dwellings/units/buildings inspected must be listed individually on the Code Compliance Certificate.
- Each owner and certified building inspector is required to keep a written record of all inspections for each unit, including the date of the inspection, items inspected, and all violations, if any, observed.

If the certified building inspector determines that repairs are necessary to comply with the minimum standards, an inspection report listing any observed violations and a renovation plan must be submitted to the City's chief building official for review and approval. The building official can grant an extension of up to one year to complete the repairs (a building permit would be required). However, if life safety issues are involved, no extension will be granted, and any such units may not be leased until brought into compliance.

Inspectors must be certified by the City of Doraville prior to inspecting any multifamily properties. To become certified, inspectors must submit a copy of their business license and applicable certification for approval and meet with the chief building official.

Failure to comply with the ordinance can result in fines for each unit subject to inspection for each day that compliance has not been met. Additionally, the City can inspect the units at a non-compliant property, if necessary. If this occurs, the property owner will be responsible for the cost of the inspections, and failure to pay such costs could result in a lien being placed on the property.

Frequently Asked Questions (FAQ's)

1. **Who must comply with the ordinance?** The ordinance is applicable to all residential rental properties within the City with four (4) or more individual units available for lease and meeting the provisions of O.C.G.A. § 48-13-5 for having a management office wither off-site or on-site (all such properties are required to carry an Occupational Tax Certificate issued by the City).
2. **When must inspections be completed?** Initially, all properties subject to the ordinance are to have 100% of their rental units and buildings inspected and certified by a Certified Building Inspector by March 31, 2016. When there is a change in ownership of an existing multi-family, 100% of the units and buildings must be certified that year.
3. **How often are the inspections required?** After the initial certification, at least 20% of the units at each subject property must be inspected each year, so that 100% of the units and buildings have been inspected every 5 years.
4. **Who can perform the inspections?** Only third-party inspectors who are certified by the City of Doraville may perform the inspections. The City maintains a list of Certified Building Inspectors.
5. **How does an inspector become certified by the City?** Inspectors submit an application form with copies of their credential, photo ID, and business license to the building official, who reviews and approves applications. Required credentials are:
 - registered Georgia architect or engineer
 - ICC-certified Property Maintenance & Housing Inspector, Building inspector, or Commercial Combination Inspector

Inspectors must meet with the building official prior to conducting any inspections.

6. **What items are being inspected?** The City provides checklists for interior and exterior inspections.
7. **On what code is the checklist based?** The required standards are the latest edition of the International Property Maintenance Code (IPMC) adopted by the City of Doraville, along with other City ordinances related to property maintenance.
8. **What has to be turned in to the City?** A Code Compliance Certificate which certifies all units passing inspection and the inspection records (checklists) for each unit and building certified must be submitted to the City concurrent with the annual renewal of the subject property's occupational tax certificate. The deadline for renewing occupational tax certificates is December 31 each year. However, renewals may be submitted until March 31 without penalty. The property owner must maintain detailed records of inspections.
9. **What happens if a property owner/manager or inspector fails to comply?** Refer to Sec. 5-72 (c) of the City of Doraville Code of Ordinances.
10. **Where are forms found?** The application form for Certified Building Inspectors, the interior and exterior inspections checklists, and the certificate of compliance may be downloaded from the City's website at www.doraville.com under the "Forms & Documents" link.