



City of Chamblee Apartment Code Enforcement Sweeps Program

Intent: The intent of the City of Chamblee Apartment Code Enforcement Sweeps Program is to educate owners and property managers regarding city codes and ordinances and to work with them to improve the appearance and safety of their property.

Purpose: The City of Chamblee includes a variety of land uses consisting of a range of building types of different ages and physical conditions. The Chamblee Code Enforcement Division (“the Division”) monitors the city for common code violations on a regular basis. In addition, the Division conducts in-depth sweeps of apartment properties to ensure that all parts of the city are following adopted codes and ordinances.

Approach: Apartment sweeps involve staff members representing all functions of the Planning & Development Department, including code enforcement, building permits and inspections and planning and zoning. In addition, other resources such as the City Engineer, DeKalb County Fire Marshal and other outside agencies are involved as needed. In general, the approach of the sweeps program is to improve the quality, appearance and safety of apartments throughout the city by working together with owners and managers to ensure city codes are being met.

Procedures: The Division will follow the following procedures when conducting a commercial area code enforcement sweep:

Notice: Property Owners/Managers are notified via certified mail prior to the area inspection. This notification includes a list of items that will be assessed during the visit along with contact information for any questions or need for further information.

Visit: Inspections take place on weekdays between the hours of 8 AM and 5 PM. Each property is reviewed against the apartment sweeps checklist (see attached) during the visit. Inspections generally take one to three business days depending on the size of the area, number of buildings, etc.

Final Report: Generally, a report is created for each building on the property. This report includes documentation related to the nature of any violations, photos and the corrective action necessary to remedy any violations. An appropriate amount of time to remedy each issue is assigned based on the severity of the violation. The final report is mailed via certified mail to any impacted property owners/managers and hand delivered to any on-site manager.

Follow-up: The Code Enforcement Supervisor monitors the follow-up process. This includes scheduling on-site meetings with property owners and managers to discuss violations and actions necessary to remedy such violations. The Supervisor also monitors progress and updates due dates as progress is being made. In cases, where no progress is being made by the property owner and/or manager a formal Notice of Violation is issued by the Division.

City of Chamblee Apartment Code Enforcement Sweeps Inspection Checklist

Employee Name: _____ Date: _____ Start Time: _____ End Time: _____
 Property Name: _____ Address: _____
 Building Number/Location or Address/Unit Range: _____

| Chapter 18; Article IV. - Property Maintenance | Violation? | Notes: |
|---|------------|--------|
| 18-11 - Permits | | |
| (a)(1) Permit required for construction, repairs, additions, demolitions, change of occupancy ,etc. | Y / N | |
| 18-74 Vacant Buildings | | |
| (a)Exterior Maintenance | Y / N | |
| (a) Interior clear of trash, rubbish and debris | Y / N | |
| (a) Building Secured & Inaccessible | Y / N | |
| 18-75 Vehicles | | |
| (a) Inoperable Vehicles must be stored indoors | Y / N | |
| (b)(2) No major overhaul of vehicles outdoors in commercial areas | Y / N | |
| (c) tarps & car covers must be covers specifically designed for covering vehicles | Y / N | |
| (c) car covers must be in good condition | Y / N | |
| (d) Inoperable recreational vehicles must be stored indoors | Y / N | |
| 18-77 Vegetation and debris | | |
| (a) Dead or hazardous trees, shrubs, ground cover or weeds | Y / N | |
| (b) Grass/weeds in excess of 12 inches within 150 ft of a structure | Y / N | |
| (c) Debris (junk, lumber, debris, scarp metal, sand, bottles, boxes, bins, appliances, household fixtures, yard waste, etc.) visible from street or adjoining property for more than 7 calendar days | Y / N | |
| IPMC | Violation? | Notes: |
| Section 108: Unsafe Structures & Equipment | | |
| [A] 108.1.1 Unsafe structures (damaged, decayed, dilapidated, structurally unsafe) | Y / N | |
| [A] 108.1.2 Unsafe equipment | Y / N | |
| [A] 108.1.3 Structure unfit for human occupancy (lacks maintenance, insanitary, vermin or rat infested, contains filth, contamination, lacks ventilation, illumination, sanitary/heating facilities or other essential equipment) | Y / N | |
| Section 301: General | | |
| 301.3 Vacant structures and land shall be maintained in a clean, safe, secure and sanitary condition | Y / N | |
| Section 302: Exterior Property Areas | | |
| 302.1 Sanitation. Exterior areas must be clean, safe and in sanitary condition | Y / N | |
| 302.2 Grading and Drainage. Premises shall be graded and maintained to prevent erosion and accumulation of stagnant water | Y / N | |
| 302.3 Sidewalks, walkways, stairs, drives, parking, etc. shall be maintained and free from hazards | Y / N | |
| 302.7 Accessory structures (garages, fences & walls) shall be maintained | Y / N | |
| 302.8 Painting of vehicles must be in an approved spray booth | Y / N | |
| 302.9 Markings, carvings and graffiti must be removed | Y / N | |
| Section 303: Swimming Pools, Spas and Hot Tubs | | |
| 303.1 Swimming pools must be clean and in good repair | Y / N | |
| 303.2 Swimming pool, hot tub, etc. with more than 48" of water must be enclosed with 48" fence/barrier with self-closing & self-latching gate (or safety cover for spa/hot tub)-see code for additional gate requirements | Y / N | |
| Section 304: Exterior Structure | | |
| 304.1.1 Unsafe conditions. Structural issues, siding and masonry joints not water tight, foundation issues, roofing defects, decorative features that are not properly anchored, overhang extensions or projections (canopies, signs, awnings, etc.) not properly anchored, unsafe exterior stairs, decks, porches, etc.; unsafe appurtenances (cooling towers, chimneys, etc.) | Y / N | |

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| 304.2 Exterior surfaces must be painted or treated with protective covering/no rust or oxidation stains | Y / N | |
| 304.3 Address numbers shall be posted and plainly visible from the street & a minimum of 4 inches in height | Y / N | |
| 304.6 Walls shall be free from holes, breaks, and loose or rotting materials | Y / N | |
| 304.12 Handrails and guards shall be firmly fastened and maintained | Y / N | |
| 304.13.1 All glazing materials shall be maintained free from cracks and holes | Y / N | |
| 304.14 Insect screens must be in good working condition | Y / N | |
| 304.15 Doors must be maintained and in good condition, including hardware/locks to dwelling units must be tightly secure | Y / N | |
| 304.16 Basement hatchways shall be maintained | Y / N | |
| 304.17 Openable basement windows shall be supplied with rodent shields, storm windows or other device to protect against rodent entry | Y / N | |
| 304.19 All exterior gates and gate assemblies shall be maintained | Y / N | |
| Section 307: Handrails and Guardrails | | |
| 307.1 General. Every exterior flight of stairs with more than 4 risers shall have a handrail (30 inches to 42 inches in height) on one side | Y / N | |
| 307.1 Every open portion of a stair, landing, balcony, porch, etc. more than 30" above the floor or grade shall have guards of at least 30" in height | Y / N | |
| Section 308: Rubbish and Garbage | | |
| 308.1 All exteriors and interiors must be free from rubbish or garbage | Y / N | |
| 308.2.1 & 308.3.2 All rubbish or garbage must be kept in approved containers | Y / N | |
| Section 402 Light | | |
| 402.2 Exterior lights shall be maintained and in operable conditions including stairs and exterior means of egress | Y / N | |
| HVAC equipment shall be on 3 inch platforms and properly insulated Freon lines. All Hvac units and disconnects must be properly labeled. | Y / N | |
| Other Code Requirements | | |
| Gas Meters must be properly labeled to which unit it supplies and must be painted to avoid rust. | Y / N | |
| Electrical meters must be properly secured and properly labeled to which unit it supplies | Y / N | |
| Cable boxes must be properly covered and maintained | Y / N | |
| Decks must be free of excessive loads and cannot have propane or other gas tanks stored on them | Y / N | |
| Pest elimination-interior areas must be free of pest | Y / N | |
| Elevators must be up to date on inspections and in operable condition | Y / N | |
| Fire extinguishers must be tagged with current inspection date and cabinets they are stored in must be in good repair | Y / N | |
| Appendix A: Unified Development Ordinance | | Violation? |
| Sec. 230-6: Fences and Retaining Walls | | Notes: |
| (b)(5) Barbed wire shall be prohibited | Y / N | |
| Sec. 230-7: Corner Visibility | | |
| No fence shrubbery, sign, etc. shall obstruct traffic line of sign vision at a height of 3' in the site triangle (measured 20' along each property line from where the row lines intersect) | Y / N | |
| Sec 230-8 - Accessory Structures | | |
| (a)(4) Maximum of 3 accessory structures per lot | Y / N | |
| Sec 230-26: Streetscape Design | | |
| (e)(6) Landscape in the landscape zone shall be kept to no more than 36" tall from ground cover and limbed up to no lower than 6' above ground | Y / N | |
| (f)(2) Sidewalks shall be unobstructed for a minimum height of 8 feet | Y / N | |
| Sec 230-27: Building Architecture | | |
| (a)(6)(e) Fenestration shall not utilize painted glass, reflective glass or other opaque windows. | Y / N | |

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| (g)(1) roof mounted accessory mechanical equipment shall be screened with an opaque wall with material similar to the primary building | Y / N | |
| (g)(2) all other systems shall be screened with a wall (see above) or year your landscape screening | Y / N | |
| Sec 230-31: Outdoor Lighting | | |
| (c)(6) visually exposed neon lighting is prohibited | Y / N | |
| (c) (7) LED light strips are prohibited | Y / N | |
| (e)(1)(a)(3) When outdoor lighting constituting 60 percent or more of the permitted lumens for the parcel is modified or replaced the fixtures must meet the dark sky ordinance. | Y / N | |
| Sec 240-7: Accessory Use Standards | | |
| (8)(a) Commercial Dumpsters shall be enclosed by a solid fence on three sides | Y / N | |
| (8)(b) Commercial Dumpsters shall be made of brick, stucco or stone | Y / N | |
| (8)(c) Commercial Dumpsters shall have an opaque gate equal or higher than the height of the dumpster | Y / N | |
| (8)(d) Commercial Dumpsters shall be in the rear yard and at least 5' from the property line | Y / N | |
| (8)(e) Commercial Dumpsters shall not hinder vehicles or pedestrians | Y / N | |
| (8)(f) Temporary construction dumpsters shall be removed at CO | Y / N | |
| (8)(h) Access to dumpster shall be on a paved, dust-free surface | Y / N | |
| Sec 260-5: Prohibited Signs | | |
| (a)(1) Inflated signs that exceed 3 cubic feet per device | Y / N | |
| (a)(2) animated signs | Y / N | |
| (a)(3) flashing signs | Y / N | |
| (a)(4) feather flags | Y / N | |
| (a)(5) abandoned or dilapidated signs | Y / N | |
| (a)(6) roof signs | Y / N | |
| (a)(8) festoons | Y / N | |
| (a)(9) LED light strips | Y / N | |
| (a)(10) signs painted on or attached to trees, curbs, utility poles, or natural features | Y / N | |
| (a)(17) signs erected within a truck bed | Y / N | |
| Sec 260-9: Permanent Signs | | |
| (f)(3)(d) monument signs shall be surrounded by a planting bed of two feet in depth radiating from the base of the sign with shrubs and ground cover | Y / N | |
| (f)(3)(e) monument signs shall display the street number in contrasting colors | Y / N | |
| (i)(1) miscellaneous ground signs shall not exceed 3 SF in copy area & 3' in height | Y / N | |
| (i)(2)(a) maximum of two directional signs allowed per driveway entrance | Y / N | |
| (i)(3)(a) directional signs shall be located 2 feet form the driveway | Y / N | |
| (j)(1) flags shall not exceed 32 SF | Y / N | |
| (j)(2) no more than one flagpole per lot | Y / N | |
| (j)(3) flagpoles shall not exceed the maximum building height for the lot | Y / N | |
| (k) incidental signs shall not exceed 1 SF and an aggregate of 16 SF per property | Y / N | |
| (l) property addresses shall be between 4" and 8" in height | Y / N | |
| Sec 260-10: Temporary Signs | | |
| (a)(1)(a) standard information signs shall not exceed 10 SF per lot | Y / N | |
| (a)(1)(b) standard information signs shall not exceed 3' in height/one standard information sign may be erected in windows of a tenant space for no more than 15 weeks | Y / N | |
| (a)(3)(1) standard information signs must be water-resistant materials, no poster board, foam core or illustration boards are permitted | Y / N | |
| (a)(4) standard information sings may not be illuminated | Y / N | |

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| (b)(1)(a) sale or lease of building signs are permitted when a building is available for sale or lease | Y / N | |
| (b)(1)(c) sale or lease signs shall not exceed 16 SF and 4' in height | Y / N | |
| (d)(1)(b) for single occupant or multi-tenant with shared space, no banner shall be displayed for more than 14 consecutive days, up to 3 times per calendar year per lot | Y / N | |
| (d)(2) banners may not exceed 32 SF | Y / N | |
| (d)(3)(b) no more than one banner pre lot for single use development | Y / N | |
| (d)(5)(a) banners must be in good condition | Y / N | |
| (d)(5)(b) banners must be securely attached to poles, mast arms, fences, building, etc. with the entirety of two ends or all four corners | Y / N | |
| Sec 260-12: Changeable Copy Signs | | |
| (a) Changeable copy signs, including electronic sign faces, are allowed on commercial and industrial properties developed in the VC, CVC, CC, IT or I zoning districts. For properties zoned NR-1, NR-2, CR, VR, NC-1, NC-2 changeable copy signs, including electronic sign faces, may be utilized for places of worship, public buildings or at public or private schools,; provided that, such signs are limited to fronting on streets designated as Boulevards, Primary, or Secondary streets. Changeable copy signs shall not be permitted on monument signs that do not conform to all standards of this section. | Y / N | |
| (b) changeable copy signs are limited to 70% of total sign area on any sign | Y / N | |
| (d) no sign message shall be displayed for less than 30 seconds | Y / N | |
| (e) message transitions shall last no more than 1 second | Y / N | |
| Sec 260-13: Sign permits and applications | | |
| (a) sign permit required for all signs installed, expanded, relocated, altered, etc. | Y / N | |
| (b)(5)(a) sign permit stickers shall be affixed to all signs | Y / N | |
| Sec 320-20 - Landscape zone planting requirements | | |
| (5) all trees and landscape materials shall be maintained in perpetuity | Y / N | |
| Sec 320-32: permitting process | | |
| (a) tree removal permit required | Y / N | |
| Sec 320-33: Protection of trees | | |
| (e) It shall be the duty of any person or persons owning or occupying real property having trees that border on any street to prune such trees in such manner that they will not obstruct or shade the street lights, obstruct the passage of pedestrians on sidewalks, obstruct the vision of traffic signs, or obstruct the view of any street, driveway or alley intersection. The minimum clearance of any overhanging portion thereof shall be ten feet over sidewalks, and 12 feet over all streets. | Y / N | |
| Sec. 320-44: Continuing Maintenance | | |
| (b)(1) Keep landscaping reasonably free of visible signs of insects and disease and appropriately irrigated to enable landscaping to exist in a healthy growing condition; | Y / N | |
| (b)(2)Mow or trim landscaping in a manner and at a frequency appropriate to the use made of the material and species on the site so as not to detract from the appearance of the general area. Growth of plant material at maturity shall be considered where future conflicts such as view, signage, street lighting, utilities and circulation might arise; | Y / N | |
| (b)(3) Maintain all landscaping to minimize property damage and public safety hazards, including removal of dead or decaying plant material, and removal of low hanging branches next to sidewalks and walkways obstructing street lighting; and | Y / N | |
| (b)(4) Pruning is to be performed to maintaining healthy plant matter in accordance with the specifications set forth by the American Forestry Association, the National Arborist Association, or other professional arboricultural organizations. | Y / N | |
| Sec 340-18: Prohibitions | | |
| (a) No person shall throw, drain, or otherwise discharge, cause, or allow others under its control to throw, drain, or otherwise discharge into the municipal separate storm sewer system any pollutants or waters containing any pollutants, other than stormwater. | Y / N | |