



## REMINDER

It is time for your 2024 inspections. Your inspections for the 2023 year must be submitted to Code Enforcement by December 31, 2023. If you have not submitted your 2020, 2021, 2022, or 2023 inspections, please contact Brenda Reynolds @ 404-637-0729 or [brenda.reynolds@BrookhavenGA.gov](mailto:brenda.reynolds@BrookhavenGA.gov) for further information.

**\*\*\*PLEASE BE ADVISED THE APPROVED INSPECTORS LIST HAS CHANGED – COPY ATTACHED AND ONLINE\*\*\***

You can find the following documents online by scanning the QR code or at:

<https://www.brookhavenga.gov/commdev/page/apartment-inspections-program>

- Reminder Notice
- Building Official Letter
- Finance Director Letter
- Ordinance Information
- Approved Inspectors List
- Code Compliance Certificate
- Occupational License Supplement
- Minimum Standards Checklist
- Power Point Presentation



If there has been a change in ownership or name change, please contact our office to discuss the policy for requirements that are needed.

Respectfully,

Brenda Reynolds

Code Enforcement Administrator



October 4, 2023

Dear Brookhaven Apartment Owners and Managers:

This letter hereby serves as a reminder that all Brookhaven multi-family development constructed prior to 2016 are required to complete annual interior inspections. Pursuant to Section 16-99 (C) and Section 16-103 of the Brookhaven Code Ordinances, interior evaluations must be conducted to ensure compliance with the International Maintenance Code, the Life Safety Code (existing provisions) , and the International Fire Code. The inspections are to be preformed by a qualified third- party inspector (Sec. 126-102). The City of Brookhaven can provide a list of approved inspectors upon request. Municipal code can be found here: <https://www.municode.code/library/ga/brookhaven/codes/codeofordinances>

**Owners should submit a code compliance certificate annually with their Occupational Tax Certificate renewal. We require an inspection of a minimum of 50% units per year, with 100% units being inspected at a minimum every two years.**

**The inspectors and the owner must submit the following documents upon completion of inspection:**

- Copy of inspector's business license or occupational tax certificate
- Certificate of inspector's insurance liability insurance
- Completed Code Compliance Certificate (attached)
- Completed Occupational License Supplement (attached)
- Completed individual inspection reports of at least one-third of multifamily rental units (one copy attached)
  - Must have original signature of inspector (electronic signature are not accepted)
- List of all units in complex or rent roll
- List indicating the units inspected this year (50%)
- List indicating the units inspected in the previous 2 years (for a total of 100% of units)

**Documents must be submitted as an electronic copy.**

If you have questions about the inspection process, you may contact the City of Brookhaven Code Enforcement Administrator, Brenda Reynolds, at 404-637-0729 or [brenda.reynolds@BrookhavenGA.gov](mailto:brenda.reynolds@BrookhavenGA.gov). You may also contact me, the City Building Official, at 404-637-0740 or [steve.holder@BrookhavenGA.gov](mailto:steve.holder@BrookhavenGA.gov).

We appreciate your assisting us in protecting the health, safety and welfare of the Brookhaven Community.

Sincerely,

A handwritten signature in blue ink that reads "Steve Holder".

Steve Holder  
Chief Building Official

October 4, 2023



In accordance with the City Code of the City of Brookhaven, Chapter 16, Article V- Multifamily Rental Housing, Section 16-99 (C) - Code Compliance Certificate states:

***"After submission of the initial Code Compliance Certificate on or before April 15 of the current year, each Owner shall submit a Code Compliance Certificate annually, commencing on January 1st , with their Occupational Tax Certificate renewal. Such subsequent Code Compliance Certificate shall cover at 50% of the Multifamily Rental Units in the Premises, provided that all Multifamily Rental Units contained in the Premises shall be inspected, at a minimum, every two years. All Multifamily Rental Units inspected shall be listed individually on the Code Compliance Certificate submitted to the City by the Owner."***

February 28, 2023 constitutes the first year in which 50% of your multifamily rental units should have been inspected by a building inspector pursuant to the City of Brookhaven, Ordinance Chapter 16, Section 16-102 Certified Building Inspector requirements. This inspection will place you in compliance with the latest edition of the International Property Maintenance Code, the Life Safety Code, the International Fire Code and other standards referenced within Chapter 16. The City will require interior inspection of one-half of your rental units this year. Failing to submit inspection reports before renewing your business license will result in the delay of its issuance.

Please be patient as we work through this process in providing quality housing to the residents of the City of Brookhaven.

If there are any questions, please feel free to contact our licensing offices at 404.637.0500.

Respectfully,

A handwritten signature in blue ink, appearing to read "Oscar Medina", is written over a light blue circular stamp.

Oscar Medina  
Finance Director  
City of Brookhaven

**Sec. 16-99. Fee and certificate required.**

- (a) *Occupational tax.* All owners of multifamily rental dwellings or multifamily rental units within the city that receive income for use of four or more such multifamily rental units and meet the requirements of O.C.G.A. § 48-13-5 for having a location or office within the city shall be subject to an occupational tax as provided in chapter 15 and shall provide to the city, prior to April 15, 2013, a code compliance certificate covering 100 percent of the multifamily rental units within the 12-month period immediately preceding the date of the code compliance certification. Said code compliance certificate shall be certified by the owner and the certified building inspector that all multifamily rental units have been inspected and are in compliance with those standards contained in the code compliance certificate and inspection report. New multifamily rental developments are exempt from the interior evaluation requirements described herein, provided proper permits are obtained from the city, for five years after the date of the certificate of occupancy issued by the city.
- (b) *Inspection.* Upon initial inspection of such multifamily rental dwellings or multifamily rental units, should a certified building inspector determine that further work is necessary to comply with the minimum standards set forth herein, an acceptable plan shall be submitted to the building official, outlining the time and scope of work necessary to bring the units into compliance. If such plan is accepted by the building official as reasonable and justified, an extension may be granted for up to one year for completion of repairs and compliance with this article. Notwithstanding anything to the contrary contained herein, no extension shall be granted for noncompliance of life safety code issues and any such multifamily rental units containing such noncompliant life safety issues shall not be leased until brought into full compliance with the minimum standards contained in this chapter and re-certification provide to the building official by the owner.
- (c) *Code compliance certificate.* Each owner shall submit a code compliance certificate annually, commencing on January 1, 2014, with their occupational tax certificate renewal. Such subsequent code compliance certificate shall cover at least one half of the multifamily rental units in the premises, provided all multifamily rental units contained in the premises shall be inspected, at a minimum, every two years. All multifamily rental units inspected shall be listed individually on the code compliance certificate submitted to the city by the owner.
- (d) *Written record of inspection.* Furthermore, each owner shall keep a written record of all inspections for each multifamily rental unit including the date of the inspection, items inspected and all violations, if any, observed. In addition, the most recent copy of the inspection reports for the multifamily rental units shall also be maintained at the premises. Such records shall be presented to the city within ten business days after such request is made in writing to the owner at the contact address listed on the code of compliance certificate. Failure to provide such records shall nullify the code compliance certificate for those multifamily dwelling units included in the request.
- (e) *Authority to audit and inspection warrants.* The building official or its designee shall have the authority to inspect the interior of those units that are included in each annual code compliance certificate submitted to the city pursuant to subsection (c) of this section when there is probable cause to believe there has been a violation of this chapter or other applicable code sections. Said inspection may, at the discretion of the building official, include such number of submitted units included in the code compliance certificate as determined by the building official or its designee. Once determined that an audit inspection will be conducted, the building official shall give written notice to the certified building inspector issuing the code compliance certificate, the owner and/or the property management company of the date of the inspection which inspection shall take place, which shall be no sooner than seven days from the date of the notice and shall be conducted on from 9:00 a.m. to 5:00 p.m. during weekdays, other than nationally recognized holidays. The written notice shall state that the owner and/or property management company shall have the right to refuse the inspection and the building official or designee's right to seek issuance of an inspection warrant in the event of any such refusal. The owner, the certified building inspection or a member of the



property management company shall be available to accompany the building official during the inspection. In the event the owner and/or property management company refuses inspection, the building official or designee shall have the right to seek issuance of an inspection warrant from a judge of the municipal court in accordance with section 7-171.

(Ord. No. 2013-03-07, § 2(18-53), 4-9-2013; Ord. No. 2014-04-05, § 18-53, 4-22-2014; Ord. No. 2014-09-01, 9-22-2014; Ord. No. 2023-02-04 , § 1, 2-28-2023)

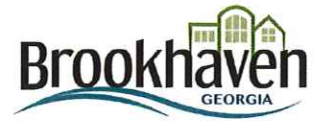


## 2024 Certified Inspector List

1. Scott Riddle  
Code Compliant Inspection Services  
678-571-1607  
[Ltsriddle1@hotmail.com](mailto:Ltsriddle1@hotmail.com)
2. Mike Wolfert  
The Inspector  
770-446-6688  
[info@the-inspector.net](mailto:info@the-inspector.net)
3. Erwin White  
Home Prop Home & Property Inspectors  
770-725-9245  
erwin@homeproga.net
4. Burke A Salsi Jr.  
Clearview Inspectors  
404-768-8501  
[clearview@cvinspects.com](mailto:clearview@cvinspects.com)
5. Rodney Ruffin  
Spectrum Property Inspections, LLC  
470-216-7001  
[info@spectrumpropertyinspections.net](mailto:info@spectrumpropertyinspections.net)
6. Shawn Upson  
Georgia Property Inspectors, LLC  
404-552-3219  
gpi@georgiapropertyinspectors.org

This is simply a list of inspectors that have met the cities requirements to be in the program. The city does not endorse or recommend any individual and any responsibility / liability rests solely in the person or complex employing said inspector.

# Multi-Family Rental Housing Code Compliance Certificate



PROPERTY			
Name of Complex:			
Site Address:		Parcel #:	Zip:
Total Number of Units:		Number of Units Inspected:	
OWNER INFORMATION			
Name:			
Address:			
Email:		Phone:	

The undersigned is a Certified Building Inspector pursuant to the City of Brookhaven Ordinance, Chapter 16, Section 16-102 Certified Building Inspector requirements.

The multifamily rental units listed on the Inspection Reports attached hereto have been inspected and found to be in compliance with applicable building codes of the City of Brookhaven currently in effect, the latest edition of the International Property Maintenance Code, the Life Safety Code (Existing Provisions) and the International Fire Code and other standards referenced within Chapter 16. Nothing herein imposes any liability on the City of Brookhaven from enforcing Minimum Standard Codes as provided by Georgia law and the City of Brookhaven Ordinances.

CERTIFIED & SWORN			
Inspector's Name:			
Certification Held:			
Registration Number:			
Inspector's Signature:		Date:	

**\*\*\*Inspector - Please attach current copy of business license or occupational tax certificate and certificate of insurance of liability insurance.**

# Occupational License Supplement Multi-Family Rental Unit Certification



Chapter 16, Section 16-99 of the City Code requires that as a pre-requisite to obtaining an Occupational License for businesses receiving income for use of four or more multi-family rental units in the City of Brookhaven ensure the units are in compliance with the International Property Maintenance Code, the Life Safety Code, International Fire Safety Code, and the City of Brookhaven Building Code . Over a period of three years, all units are required to be inspected and certified to be in compliance with the aforementioned codes. New multi-family units are exempt from this requirement for a period of two years after the date of the Certificate of Occupancy issued by the city.

Please complete this form to ensure review for compliance and timely issuance of your Occupational License.

PROPERTY			
Name of Complex:			
Site Address:		City, State: Brookhaven, GA	Zip:
Year Constructed:			
EXEMPTION: New Constructions (2 years from Certificate of Occupancy date)			
Certificate of Occupancy Date:		Certificate of Occupancy #:	

OWNER INFORMATION			
Management Name:			
Contact Person for this Complex:			
Contact Person Email:		Contact Person Phone:	

INSPECTION INFORMATION		
Date(s) of Inspection:		
A	Total Number of Multi-Family Rental Units	
B	Optimal number of multi-family rental units subject to annual inspection (line A divided by 2 years)	
C	Number of units inspected and "compliance" certified in past 12 months	
D	DIVIDE LINE C BY LINE A (at least ½ or 50%)	

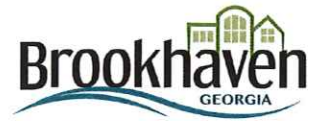
INSPECTOR INFORMATION	
Inspection Firm/Individual:	
Phone Number:	

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FOR CITY USE ONLY			
Finance			
License #:		License Year:	



# Minimum Standards for Multi-Family Rental Units



PROPERTY			
Name of Complex:			
Site Address:		City, State: Brookhaven, GA	Zip:
Unit Number:			
Occupied? (Circle One):	YES	NO	Date of Inspection:

No.	Minimum Standards for Multi-Family Rental Units	Pass	Fail	Action Required for Compliance
1.	Address numbers in compliance with Section 16-103.1 Re: IPMC 304.3			
2.	Flooring in compliance with Section with Section 16-1032 Re: IPMC 354.3			
3.	Interior Surfaces in compliance with Section 16-103.3 Re: IPMC 305.3			
4.	Water Service in compliance with Section 16-103.4 Re: IPMC 505.1			
5.	Bathroom Privacy in compliance with Section 16-103.5 Re: IPMC 503.1			
6.	Heating Facilities in compliance with Section 16-103.6 Re: IPMC 602.2 and 603.1			
7.	Garbage Facilities in compliance with Section 16-103.7 Re: IPMC 307.3, 307.3.1 and 307.3.2			
8.	Smoke Detectors in compliance with Section 16-103.8 Re: IPMC 704.2			
9.	Windows in compliance with Section 16-103.9 Re: IPMC 304.13.1, 304.13.2, 304.14, 304.18.2, 402.1 & 702.4			
10.	Plumbing Facilities in compliance with Section 16-103.10 Re: IPMC 502.1			
11.	Electrical Devices in compliance with Section 16-103.11 Re: IPMC 604 and 605			
12.	Door Units in compliance with Section 16-103.12 Re: IPMC 304.13, 304.18, 305.3, 305.6 and 703.2			
13.	Stairs in compliance with Section 16-103.13 Re: IPMC 305.4, 305.5 and 306.1			
14.	Structural Elements in compliance with Section 16-103.14 Re: IPMC 305			
15.	Occupancy Limitations in compliance with Section 16-103.15 Re: IPMC 404			
16.	Infestation compliance with Section 16-103.16 Re: IPMC 308.1			
17.	Means of Egress in compliance with Section 16-103.17 Re: IPMC 702			
18.	Fire Extinguishers in compliance with Section 16-103.18 Re: IFC and NFPA 10 906.1 and 906.2			
19.	Sprinkler Heads in compliance with Section 16-103. 19 Re: IFPA25			

(Ord. No. 2013-03-07, § 2(18-57), 4-9-2013)

IPMC refers to the 2012 International Property Maintenance Code by ICC

I, \_\_\_\_\_ personally inspected this unit and found it to be in the condition noted above on the date of the inspection. Further, I understand a Certified Building Inspector who knowingly furnishes an Inspection Report which contains fraudulent information that a Multifamily Rental Unit meets the minimum standards of this Section 16 can be guilty of a violation of this code as determined by the court for each violation. In addition, the Certified Building Inspector's right to submit Inspection Reports to the City may be suspended for a stated period of time of up to five years.

City of Brookhaven  
 4362 Peachtree Road, Brookhaven GA 30319  
 404-637-0500 | BrookhavenGA.gov

# Code Compliance Certificate Process

For City Of Brookhaven Apartment Communities  
Renewal of Occupational Tax Certificate



# City Code of the City of Brookhaven

## Chapter 16, Article V

- ▶ Multifamily Rental Housing, Section 16-99(c)
- ▶ “After submission of the initial code compliance certificate on or before April 15 of the current year, each owner shall submit a Code Compliance Certificate annually, commencing on January 1<sup>st</sup> with their Occupational Tax Certificate renewal (Such subsequent Code Compliance Certificate shall cover at least one half (1/2) of the multifamily rental units in the premises,

(Cont.)

- ▶ provided that all multifamily rental units contained in the premises shall be inspected, at a minimum, every two years. All multifamily rental units inspected shall be listed individually on the Code Compliance Certificate submitted to the City by the Owner.

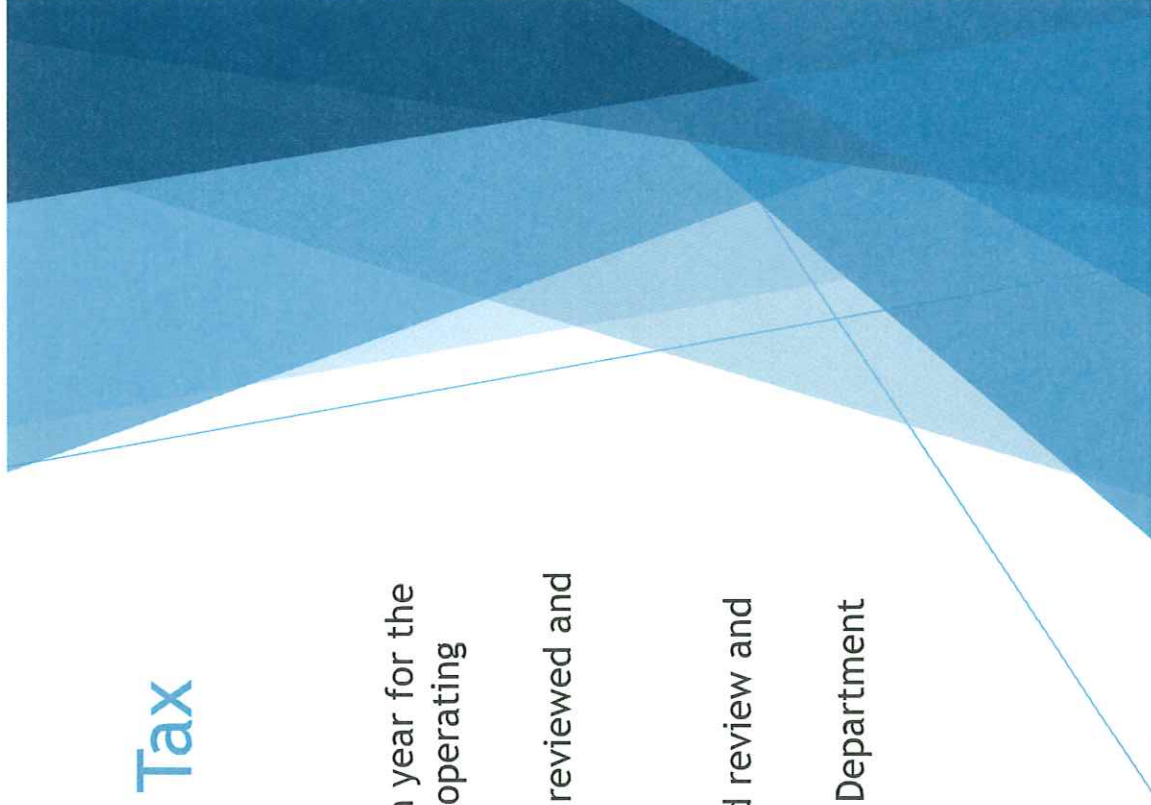


# Property Owner / Manager Responsibilities

- ▶ Schedule a Code Compliance Inspection prior to submitting yearly Occupational Tax Certificate renewal (only use inspectors from the approved list from the City)
- ▶ Ensure that any/all deficiencies are corrected prior to submittal of application of Occupational Tax Certificate renewal
- ▶ Submit (on time) all required paperwork for renewal of your Occupational Tax Certificate
- ▶ Ensure that all fees are paid in full
- ▶ Ensure that new certificate is displayed in a prominent location at the property leasing office

# Steps to obtaining Occupational Tax Certificate

- ▶ Internal inspections must be submitted by December 31 each year for the upcoming year. Any submission after the above date you are operating without a business license
- ▶ Once submitted to code enforcement the documents will be reviewed and stamped received
- ▶ Building official will review and sign for approval
- ▶ Notification will be given to Property Management of a failed review and resubmittal process
- ▶ Once approved notification will be given to Business License Department



# Inspector Responsibilities

- ▶ Complete an inspection of at least 1/2 of total units
- ▶ Complete an inspection sheet for each unit inspected
- ▶ Ensure that the units inspected were not included on previous inspection
- ▶ Ensure that original signature is used on unit inspection sheets
- ▶ Complete an inspection cover sheet for each property inspected
  - ▶ All failed deficiencies noted need to be re-inspected and passed for compliance before a report can be submitted as complete.
- ▶ Complete the Occupational License Supplement - Multi-Family Unit Certification sheet

Minimum Standards for  
Multi-Family Rental Units



PROPERTY			
Name of Complex:		City, State: Brookhaven, GA	
Site Address:		Zip:	
Unit Number	Occupied? (Circle One):	YES	NO
		Date of Inspection:	

No.	Minimum Standards for Multi-Family Rental Units	Pass	Fail	Action Required for Compliance
1.	Address numbers in compliance with Section 16-103.1 Re: IPMC 304.3			
2.	Flooring in compliance with Section 16-103.2 Re: IPMC 354.3			
3.	Interior Surfaces in compliance with Section 16-103.3 Re: IPMC 305.3			
4.	Water Service in compliance with Section 16-103.4 Re: IPMC 305.1			
5.	Bathroom Privacy in compliance with Section 16-103.5 Re: IPMC 303.1			
6.	Heating Facilities in compliance with Section 16-103.6 Re: IPMC 602.2 and 603.1			
7.	Garbage Facilities in compliance with Section 16-103.7 Re: IPMC 307.3, 307.3.1 and 307.3.2			
8.	Smoke Detectors in compliance with Section 16-103.8 Re: IPMC 704.2			
9.	Windows in compliance with Section 16-103.9 Re: IPMC 304.13.1, 304.13.2, 304.14, 304.18.2, 402.1 & 702.4			
10.	Plumbing Facilities in compliance with Section 16-103.10 Re: IPMC 502.1			
11.	Electrical Devices in compliance with Section 16-103.11 Re: IPMC 604 and 605			
12.	Door Units in compliance with Section 16-103.12 Re: IPMC 304.13, 304.18, 305.3, 305.6 and 703.2			
13.	Stairs in compliance with Section 16-103.13 Re: IPMC 305.4, 305.5 and 306.1			
14.	Structural Elements in compliance with Section 16-103.14 Re: IPMC 305			
15.	Occupancy Limitations in compliance with Section 16-103.15 Re: IPMC 404			
16.	Infestation in compliance with Section 16-103.16 Re: IPMC 308.1			
17.	Means of Egress in compliance with Section 16-103.17 Re: IPMC 702			
18.	Fire Extinguishers in compliance with Section 16-103.18 Re: IFC and NFPA 10 906.1 and 906.2			
19.	Sprinkler Heads in compliance with Section 16-103.19 Re: IPMC 505			

(Ord. No. 2013-03-07, § 2(18-57), 4-9-2013) IPMC refers to the 2012 International Property Maintenance Code by ICC

I, \_\_\_\_\_ personally inspected this unit and found it to be in the condition noted above on the date of the inspection. Further, I understand a Certified Building Inspector who knowingly furnishes an Inspection Report which contains fraudulent information that a Multifamily Rental Unit meets the minimum standards of this Section 16 can be guilty of a violation of this code as determined by the court for each violation. In addition, the Certified Building Inspector's right to submit Inspection Reports to the City may be suspended for a stated period of time of up to five years.

This form will be filled out by the inspector for each unit they inspect.



# Multi-Family Rental Housing Code Compliance Certificate



<b>PROPERTY</b>			
Name of Complex:		Parcel #:	Zip:
Site Address:			
Total Number of Units:	Number of Units Inspected:		
<b>OWNER INFORMATION</b>			
Name:			
Address:			
Email:	Phone:		

The undersigned is a Certified Building Inspector pursuant to the City of Brookhaven Ordinance, Chapter 16, Section 16-102 Certified Building Inspector requirements.

The multifamily rental units listed on the Inspection Reports attached hereto have been inspected and found to be in compliance with applicable building codes of the City of Brookhaven currently in effect, the latest edition of the International Property Maintenance Code, the Life Safety Code (Existing Provisions) and the International Fire Code and other standards referenced within Chapter 16. Nothing herein imposes any liability on the City of Brookhaven from enforcing Minimum Standard Codes as provided by Georgia law and the City of Brookhaven Ordinances.

<b>CERTIFIED &amp; SWORN</b>	
Inspector's Name:	
Certification Held:	
Registration Number:	
Inspector's Signature:	Date:

\*\*\*Inspector - Please attach current copy of business license or occupational tax certificate and certificate of insurance of liability insurance.

This is the cover page that the inspector will fill out for the total report

## Occupational License Supplement Multi-Family Rental Unit Certification



Chapter 16, Section 16-99 of the City Code requires that as a pre-requisite to obtaining an Occupational License for businesses receiving income for use of four or more multi-family rental units in the City of Brookhaven ensure the units are in compliance with the International Property Maintenance Code, the Life Safety Code, International Fire Safety Code, and the City of Brookhaven Building Code. Over a period of three years, all units are required to be inspected and certified to be in compliance with the aforementioned codes. New multi-family units are exempt from this requirement for a period of two years after the date of the Certificate of Occupancy issued by the city.

Please complete this form to ensure review for compliance and timely issuance of your Occupational License.

PROPERTY	
Name of Complex:	City, State: Brookhaven, GA
Site Address:	Zip:
Year Constructed:	
EXEMPTION: New Constructions (2 years from Certificate of Occupancy date)	
Certificate of Occupancy Date:	Certificate of Occupancy #:

OWNER INFORMATION	
Management Name:	
Contact Person for this Complex:	Contact Person Phone:
Contact Person Email:	

INSPECTION INFORMATION	
Date(s) of Inspection:	
A	Total Number of Multi-Family Rental Units
B	Optimal number of multi-family rental units subject to annual inspection (line A divided by 2 years)
C	Number of units inspected and "compliance" certified in past 12 months
D	DIVIDE LINE C BY LINE A (at least 1/2 or 50%)
INSPECTOR INFORMATION	
Inspection Firm/Individual:	
Phone Number:	

FOR CITY USE ONLY	
Finance	License Year:
License #:	

Will be filled out  
by the inspector  
and added to the  
full report.

Contact Info:

City Revenue Office	404.637.0479	Oscar Medina
Code Enforcement	404.637.0570	Keith Colquitt
	404.637.0729	Brenda Reynolds
Fire Marshal	404-637-0564	Joe Burge

