

# DeKalb County Beautification Unit

*\* CODE ENFORCEMENT \* KEEP DEKALB BEAUTIFUL \* ROADSIDE ENHANCEMENT\*  
\*CLEAN COMMUNITIES CREW \*FORECLOSURE AND VACANT REGISTRY\**

## **Apartment Complex Registrations Frequently Asked Questions**

### **How do I know if I need to provide a Code Compliance Certificate?**

You need to provide the County with a Code Compliance Certificate **if all of the following apply:**

- You own a multifamily rental dwelling or multifamily rental units within Unincorporated DeKalb County.
- You receive income from four or more such dwellings or units.
- You are required to have a County Occupation Tax Certificate.

### **Does the ordinance provide for any exemptions?**

**Yes.** The ordinance does provide an exemption period of five years for properties from the date of their Certificate of Occupancy. If your property is eligible for the exemption please provide a copy of the Certificate of Occupancy and property information to the Department of Planning and Sustainability and we will issue your certificate.

### **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 12 months ago.**

### **Who can complete the inspection?**

Your property inspection must be completed by a **Certified Building Inspector**. This is a licensed design professional (architect or engineer) or an individual who holds one of the following certifications from the Southern Building Code Congress, Inc. (SBCCI) or the international Code council (ICC):

- Property Maintenance and Housing Inspector
- Housing Rehabilitation Inspector
- Building Inspector
- Building Plan Examiner
- Commercial Combination Inspector

### **I am an inspector, how do I register with the county?**

Each must pay a \$150 administrative fee and register with the County. That inspector needs to also be certified with the Southern Building Code Congress, Inc. (SBCCI) or the international Code Council (ICC).

### **How can I find a Certified Building Inspector and schedule a property inspection?**

For a list of property certified inspectors, you can go to the American Society of Home Inspectors website at [www.ashi.org](http://www.ashi.org) to search for certified inspectors by zip code. You may also find the ICC website, [www.iccsafe.org](http://www.iccsafe.org), useful for finding inspectors.

### **Will I have to submit additional certificates to the County in the future?**

1807 Candler Road – Decatur, Georgia – 30032  
Office 404.687-3700 Fax 404.534.1270  
[codeenforce@dekalbcountyga.gov](mailto:codeenforce@dekalbcountyga.gov)

Yes, you will be required to submit a Code Compliance Certificate every year, along with your business license renewal. To be given these annual certificates every year, 20% of your units must be inspected annually. However, every five years, at a minimum, all of your units must be inspected again.

**Can you tell me some examples of what will be inspected on my property?**

- Privacy for bathrooms in units(s)/ dwellings(s)
- Hot and cold water supply
- windows in good repair and rodent-proof
- 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

For more information, contact Senior Officer Herring at [hbherring@dekalbcountyga.gov](mailto:hbherring@dekalbcountyga.gov) or by phone at (678) 652-3691.