



March 2, 2017

Honorable Mayor and Councilors  
 City Manager  
 City Attorney  
 Clerk of Council

**Subject:** REZN-12-16-2478: A request for a text amendment to amend the text of the Unified Development Ordinance (UDO) in regards to Chapter 8 Article 9 – Certificate of Occupancy and Chapter 10 Article 8.1 – building Permit

UNIFIED DEVELOPMENT ORDINANCE REVISIONS  
 (Explanation of Revisions)

**1. Explanation of Revisions: Amend Chapter 10 Article 8 to remove conflicts of the definition and requirements for building permits and certificate of occupancy spelled out in the Columbus Code.**

ORIGINAL ORDINANCE	PROPOSED ORDINANCE CHANGE
<p>ARTICLE 8. - BUILDING PERMITTING</p> <p>Section 10.8.1. - Procedure to Obtain a Building Permit.</p> <p>A. <i>Building Permit Required.</i> A building permit issued by the Director of Inspections and Codes is required in advance of the initiation of construction, erection, moving or alteration of any building or structure where the cost of such construction, erection, moving, or alteration, as estimated by the Director of Inspections and Codes, will be in excess of \$300.00. All structures shall comply with the requirements of this UDO, whether or not a building permit is required.</p> <p>B. <i>Procedure for Approval.</i> The Director of Inspections and Codes shall be responsible for administering and enforcing the City's building code.</p>	<p>ARTICLE 8. - BUILDING PERMITTING</p> <p>Section 10.8.1. - Procedure to Obtain a Building Permit.</p> <p>A. <i>Refer to Sec. 8-14.4 of the Columbus Code for Building Permit Requirements and Fees.</i></p>

1. *Development Permit Required.* Prior to issuance of a building permit the owner shall have received a development permit if required by this UDO.

2. *Airport Requirements.* Applicants for a building permit or for variances pertaining to airport requirements shall submit written approval from the Federal Aviation Administration (FAA).

3. *Historic Properties.* A material change in the appearance of any historic property shall not be made until a "Certificate of Appropriateness" has been approved.

4. *Zoning Verification.* Prior to issuance of a building zoning permit, a verification shall be obtained. The following information shall be reviewed prior to this action.

(A) *Single-family or Two-family Dwellings.* For a single-family detached or two-family dwelling, a plat of the lot showing the outline of the principal building and minimum building setback lines for the lot.

(B) *Multifamily or Nonresidential Buildings.* For a multifamily or nonresidential building, the site plan upon which was granted project approval by the Director of Inspections and Code.

(C) *Street Address.* A street address number as assigned by the Geographic Information System Division.

5. *Simultaneous Application and Review.* An application for a building permit may proceed simultaneously with an application for project approval of a site plan, but the permit may not be issued prior to project approval of such site plan by the Engineering Department.

C. *Application for Permit.* An application for a building permit shall be made to Director of the Inspections and Codes. The application shall include the information listed below.

1. *Application Form.* Application on the form furnished by the Inspection and Code Enforcement Department, requesting issuance of a building permit.

2. *Reserved.*

3. *Multifamily or Nonresidential Projects or Uses.* For multifamily or nonresidential projects, three copies of the site plan requesting or reflecting project approval by the Director of Inspections and Code.

4. *Construction Plans.*

(A) *Number of Copies.* Three copies of construction plans for principal multifamily or nonresidential buildings prepared in conformance with this UDO and the applicable building codes.

(B) *Preparation.* Plans shall be prepared by or under the supervision of, or reviewed and approved by, an architect registered in Georgia, who shall sign and seal each sheet in the original set of drawings.

5. *Health Department.* County Health Department approval if an on-site sewage disposal system has been allowed.

6. *Fees.* Payment of the building permit application and review fee.

D. *Completeness Review.* The application will be checked by the Director of Inspections and Codes for completeness at the time of submission. Incomplete applications will be returned to the applicant.

E. *Comments.* Within 30 days following receipt of a complete application, the Director of Inspections and Codes shall indicate on one copy of the building plans or in writing all comments related to compliance of the building plans with this UDO, applicable building codes, and any conditions of zoning approval.

F. *Compliance.* The owner shall be responsible for compliance with this UDO and all building code requirements, regulations, and for the satisfaction of all of the comments of the Director of Inspections and Codes.

G. *Issuance of Building Permit.* At such time as the owner has addressed the comments to the satisfaction of the Director of Inspections and Codes and the State Fire Marshall, a building permit shall be issued for the structure.

H. *Separate Permits.* Plumbing, electrical and mechanical permits shall be issued separately by the Building Inspector or separately identified on the building permit. Such permits must be issued prior to commencement of work by each affected trade.

I. *Standards for Approval.* Issuance of building permits shall comply with the standards listed below.

1. *Location on Lots of Record.* Building permits shall only be issued on buildable lots of record, as defined in this UDO.

2. *Uniform Codes Act.* Building permits shall be issued in conformance with the technical codes



adopted and amended by the City under the Georgia Uniform Codes Act.

(Ord. No. 05-32, § 1, 4-5-05; Ord. No. 09-16, § 1, 4-3-09)

**Section 10.8.2. - Certificate of Occupancy.**

- A. *Certificate of Occupancy Required.* It shall be unlawful to use or occupy or permit the use or occupancy of any building or premises or parts thereof hereafter created, erected, changed, converted, or wholly or partly altered or enlarged in its use or structure, until a certificate of occupancy shall have been issued therefore by the Inspections and Code Enforcement Department stating that the proposed use of the building or land conforms to the requirements of this UDO and other applicable codes and ordinances adopted by the City.
- B. *Permanent Electrical Power.* Permanent electric power may not be supplied to any structure until a certificate of occupancy shall have been issued and the power company contacted by the Director of Inspections and Codes.
- C. *Temporary Certificates.* A temporary certificate of occupancy may be issued for a period not to exceed six months during alterations or partial occupancy of a building or structure pending its completion. A temporary certificate of occupancy may include such conditions and safeguards as will protect the safety of the occupants and the public, and no violation exists.
- D. *Activities Requiring a Certificate.* A Certificate of Occupancy shall be required for any of the following activities.
  - 1. *Occupancy and Use.* Prior to occupancy and use of a building or structure, whether newly constructed or enlarged.
  - 2. *Change in Use.* Change in use of existing buildings to uses of a different classification.
  - 3. *Change of a Nonconforming Use.* Any change in use of a nonconforming use.
- E. *Records of Certificates.* The Director of Inspections and Codes shall maintain a record of all certificates of occupancy and a copy shall be furnished upon request to any person.

(Ord. No. 09-16, § 1, 4-3-09)

**2. Explanation of Revisions: Amend Chapter 8 Article 9.1.A to define building permits and to reinforce the Georgia Uniform Codes Act.**

ORIGINAL ORDINANCE	PROPOSED ORDINANCE CHANGE
<p><b>Section 8.9.1. - Building Permit Required.</b></p> <p>A. <i>Issuance of Permits.</i> Building permits for all structures or interior finishes are issued after complying with the applicable requirements of the fire prevention and/or life safety code and the various health and building codes.</p>	<p><b>Section 8.9.1. - Building Permit Required.</b></p> <p>A. <i>Issuance of Permits.</i> When required, building permits shall be issued in conformance with the technical codes adopted and amended by the City under the Georgia Uniform Codes Act. Refer to Sec. 8-14.4 of the Columbus Code for Building Permit Requirements and Fees.</p>

**3. Explanation of Revisions: Insert Section G under Chapter 8 Article 9.1 to remove repetition but keep items needed from repealed Chapter 10 Article 8.**

ORIGINAL ORDINANCE	PROPOSED ORDINANCE CHANGE
<p><b>Section 8.9.1. - Building Permit Required.</b></p> <p>G. (None)</p>	<p><b>Section 8.9.1. - Building Permit Required.</b></p> <p>G. <i>Zoning Verification.</i> Prior to issuance of a building permit, a verification shall be obtained. The following information shall be reviewed prior to this action:</p> <ul style="list-style-type: none"> <li>(1) <i>Single-family or Two-family Dwellings.</i> For a single-family detached or two-family dwelling, a plat of the lot showing the outline of the principal building and minimum building setback lines for the lot.</li> <li>(2) <i>Multifamily or Nonresidential Buildings.</i> For a multifamily or nonresidential building, the site plan upon which was granted project approval by the Director of Inspections and Code.</li> <li>(3) <i>Street Address.</i> A street address number as assigned by the Geographic Information System Division.</li> </ul>

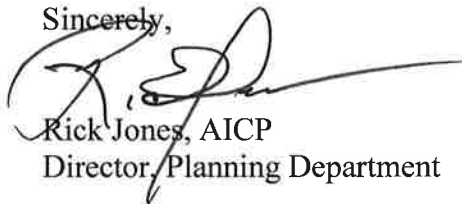
**4. Explanation of Revisions: Insert Section H under Chapter 8 Article 9.1 to remove repetition but keep items needed from repealed Chapter 10 Article 8.**

ORIGINAL ORDINANCE	PROPOSED ORDINANCE CHANGE
<p><b>Section 8.9.1. - Building Permit Required.</b></p> <p><b>H. (None)</b></p>	<p><b>Section 8.9.1. - Building Permit Required.</b></p> <p><b>H. <i>Simultaneous Application and Review.</i></b> An application for a building permit may proceed simultaneously with an application for project approval of a site plan, but the permit may not be issued prior to project approval of such site plan by the Engineering Department.</p>

The Planning Advisory Commission (PAC) considered this text amendment at their meeting on February 1, 2017. The PAC recommended **approval**.

The Planning Department recommends **approval**.

Sincerely,



Rick Jones, AICP  
 Director, Planning Department