



“Helping Garland Citizens Maintain and Improve the Neighborhoods They Call Home.”

Dear Property Owner/Manager:

For your convenience, please find the enclosed Multifamily Permitting Packet for 2010. In order for your application to be considered complete, the following forms must be submitted:

- Completed Application
- Emergency Locator Directory
- Smoke Detector Verification Form
- Pest control verification for at least the past six (6) months for entire unit, complex, etc.
- Fees (\$12.00 per unit, with a minimum of \$50.00)
- *Legionella pneumophila* Form and Testing Fees for 2010. (If applicable)
**Please include a separate payment for L. pneumophila testing. (Fees will be \$250/tower/sample)*

NOTE:

- ❖ **Absolutely no partial packets, packets with incomplete forms, or faxes will be accepted.**
- ❖ **No combined checks will be accepted. Each property must remit the appropriate fee for the corresponding number of units, even if multiple properties are owned by the same individual or corporation. For your convenience we accept Check, Money Order, Visa, Mastercard, Discover, or Cash.**

Permits will be issued upon receipt of completed Multifamily Licensing Packet information and completion of the annual property inspection. The **deadline** for submitting the 2010 Permitting Packet is **December 31, 2009**.

If you have any questions, please feel free to contact us at (972) 485-6400.

Respectfully,

**City of Garland Health Department
Code Compliance Division**

CITY OF GARLAND HEALTH DEPARTMENT
Code Compliance Division
210 Carver St., Suite 101, Garland TX 75040
(972)-485-6400 Phone
(972)-485-6429 Fax

App. #

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APPLICATION FOR MULTI-FAMILY DWELLING LICENSE

Notice to Applicants: Any license issued on the basis of false information shall be revoked.

Complex Name:	
Complex Address:	Zip:
Business Hrs:	Emergency Phone #:
FAX #:	Email Address:
On-Site Mgr:	On-Site Mgr Phone #:
Off-Site Mgr:	Off-Site Mgr Phone #:

1) MANAGEMENT Company/Agent's Name:	
Mgmt Physical Address:	Email Address:
Mgmt Company Phone #:	FAX #:

2) HOA (Home Owners Association) Representative:		
HOA Rep's Physical Address:		
HOA Rep's Phone #:	FAX #:	Email:

3) OWNER(S):			
Owner's Physical Address:	City:	St:	Zip:
Owner's Phone #:	FAX#:		
E-Mail Address:			
Mortgage Agent's Address:	City:	St	Zip:

If owner is a Company, Corporation, Incorporated, Joint Venture, Limited Partnership or otherwise, List at least two (2) principals below:

Name:	Phone #:	E-mail:	
Physical Home Address:	City:	St:	Zip:
Name:	Phone #:	E-mail:	
Physical Home Address:	City	St:	Zip:

I HEREBY designate _____ as a natural person who shall be the Agent to contact for purposes of notices and other communication allowed under this Ordinance.

ALL CORRESPONDENCE TO BE MAILED TO (Required prior to issuance of Multi-Family License):

Name:			
Physical Address:	City:	State:	Zip:

***Please tell us where you want the license to be mailed to (Required Information):**

**CITY OF GARLAND HEALTH DEPARTMENT
Code Compliance Division
210 Carver St., Suite 101, Garland TX 75040
(972) 485-6400**

Legionella pneumophila

City ordinance Section 32.04 (D) (6) requires owners of multifamily dwellings that utilize cooling towers as a functional portion of an HVAC system shall perform annual testing of the cooling tower for the presence of Legionella pneumophila. This bacterium can cause severe pneumonia and may result in death in five to thirty percent of cases. Cooling towers are often implicated as reservoirs for this bacterium. Recent testing revealed fifty-five percent (55%) of collected samples of cooling towers found in Garland were positive for the bacterium.

Testing shall be performed by a third party entity using procedures approved by the Garland Health Department; or, the owner may request that the Garland Health Department perform the testing and reimburse the City for incurred expenses.

_____ **Complex does not utilize cooling towers.**

_____ **Complex does utilize cooling towers and will contract a third party to perform the annual testing.**

_____ **Complex does utilize cooling towers and requests that the annual testing be performed by the of Garland Health Department. A separate check is enclosed for \$_____. (\$250/tower)**

Address

Phone

Number of Cooling Towers

Signature

**CITY OF GARLAND HEALTH DEPARTMENT
Code Compliance Division
210 Carver St., Suite 101, Garland TX 75040
(972) 485-6400**

**Emergency Locator Directory Property Information
2010**

Complex Name:		
Complex Address:		
City:	State:	Zip:
Phone #:	Fax #:	Email:

Manager Information	
Name:	
Physical Address:	
Phone #:	Alternate #:
E-mail:	

Maintenance Personnel Information	
Name:	
Physical Address:	
Phone#:	Alternate #:
E-mail:	

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Smoke Detector Verification Form

Complex Name: _____

Complex Address: _____

I hereby certify that the Multi-Family property that is the basis of this application is equipped, as of the date of this application, with smoke detector devices that are in proper working order with a minimum of one per floor and in each sleeping area.

Signature

Date

Printed Name

Title

NOTICE TO APPLICANTS
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SMOKE DETECTORS IN EXISTING APARTMENT UNITS

This document contains a summary of smoke detector requirements for existing multi-family units (occupancy type R-2) that are not undergoing alterations or repairs. These requirements do not apply to single family homes, duplexes or town homes. The summary is based on the attached excerpts from the 2003 International Fire Code.

1. Smoke detectors that were originally installed must be maintained to a minimum standard as they were originally installed. This means that an electric smoke detector cannot be replaced with a smoke detector whose only power source is battery.
2. Smoke detectors which have an electric power source shall also have a battery backup power source.
3. Regardless of the codes in effect at the time of construction, smoke detectors are required:
 - a. in each sleeping area, and
 - b. on each story of the unit, regardless of location of sleeping room.
4. Smoke detectors need to be installed according to manufacturers installation guide. This typically means in the ceiling away from vents and 4” from the wall OR on the wall at least 4” from the ceiling, but no more than 12” below the ceiling (again, check the installation guide for each brand).
5. Interconnection between smoke detectors is only required if the unit was originally installed with a signal wire run between detectors or if the sheetrock is being removed for repair at the smoke detector location.
6. Smoke detectors with battery only power source may be used for locations that have not already been pre-wired for a smoke detector unless the sheetrock is being removed for repair at the smoke detector location.

Sec. 32.07 Multi-Family License

- (A) A person who rents or leases three or more residential dwelling units to another person or persons which are part of a multi-family dwelling must obtain and maintain a current and valid multi-family license. The requirement to obtain a multi-family license shall apply to persons who rent or lease to other persons three or more dwelling units at a single premises or at a single apartment complex.
- (B) As a condition of obtaining and maintaining a valid multi-family license, an owner shall comply with all applicable sections of Articles III (Nuisance Abatement), V (Noise Control), and VI (Semi-Public Swimming Pools) of Chapter 22 (Health) of Garland's Code of Ordinances. All provisions of Chapters 22 and 32 which are applicable to dwelling units of a multi-family dwelling apply equally to related non-dwelling structures of a premises, including but not limited to offices, storage rooms, laundry facilities, club houses, and swimming pool related buildings. An applicant for a license shall file with the City, a written application, on the form provided for that purpose, signed by the owner or the property manager. Applicants with multi-family dwellings at more than one location shall file a separate application for each location. The following terms, conditions and requirements shall apply to the issuance of any license under this division.
- (1) The following information shall be required in the application: name, address, telephone number of owner, property manager and mortgagee; trade names of the multi-family dwelling; name and addresses of all registered agents where an applicant is other than a natural person or sole-proprietor; zoning categories; number of dwelling units broken down as number of efficiencies, one bedroom, two bedrooms, three bedrooms, and four bedrooms; habitable space in each unit; and habitable space in each bedroom.
 - (2) All licenses are valid for one-year from the date of issuance unless suspended or revoked for violations of this Chapter.
 - (3) Upon a change of ownership of the multi-family dwelling, a new license shall be obtained within thirty (30) days of the change with the fee charged on a prorated basis. The owner shall notify the City within Thirty (30) days of a change of ownership or property manager. An owner of a multi-family dwelling shall file with the City the trade name of his multi-family dwelling. It shall be unlawful for any person to use or permit to be used more than one trade name at a single location.
 - (4) The annual fee for a multifamily license, including a license renewal of a multifamily license, is twelve dollars (\$12.00) per dwelling unit, with a minimum multifamily license fee of fifty dollars (\$50.00). The annual fee for a multifamily license obtained after January in any year shall be prorated for the number of months remaining in the calendar year. The fee for issuance of a replacement license due to loss or damage is ten dollars (\$10.00).
- Any multifamily property whose inspection scores during the calendar year rank in the highest five (5) percentile (arithmetic average) shall be exempt from a license fee for the next annual license. This provision shall not apply to a multifamily property whose ownership changed during the calendar year.
- (5) The owner shall designate on the application a natural person who shall be the agent for purposes of notice and other communications provided in this Chapter.
 - (6) The owner shall present evidence that the multi-family dwelling complex has been treated for insects, rodents and vermin by a certified person, licensed under the Texas Structural Pest Control Act, within the preceding six (6) months.
 - (7) The owner shall certify that all dwelling units are equipped with a smoke detector device in proper working order.

- (8) Any application for license that does not provide all of the information in Subsection (1) above shall be considered incomplete. No person who has submitted an incomplete application shall receive a multi-family license. It shall be an offense to submit an incomplete application to the City.
- (C) A license issued pursuant to this chapter shall be posted and displayed in the multi-family dwelling office or a conspicuous place to which occupants have access. A replacement license may be issued for one lost, destroyed or mutilated upon application of the form provided by the City. A replacement license shall have the word “*replacement*” stamped across the face and shall bear the same number as the one it replaces.
- (D) A multi-family dwelling license is not assignable or transferable.
- (E) (1) Application for the operation of a multi-family dwelling license constitutes consent for the City to inspect individual dwelling units to determine compliance with this Chapter. Agents of the City, after proper identification, shall be permitted to enter any multi-family dwelling unit within the city of Garland for the purpose of making inspections to determine compliance with this Chapter. For purposes of inspecting an occupied multi-family dwelling, the City shall (a) obtain permission from the renter prior to entering, or (b) enter using the license or permit holder’s authority to inspect the license or permit holder’s property (*after allowing the license or permit holder to provide a 24-hour notice-of-inspection to the tenant*). No less than annually, the City shall inspect a representative sample, as determined by the City, of those individual dwelling units specified in the most recent multi-family license application. When a representative sample reveals that greater than twenty percent of inspected dwelling units are substandard, the City may perform a comprehensive premises inspection to determine compliance with this Chapter.