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(C) The city clerk must retain a copy of the 2015 Property Maintenance Code with the official ordinances of the City of Austin.

**§ 25-12-212 CITATIONS TO THE 2015 INTERNATIONAL PROPERTY MAINTENANCE CODE.**

In the City Code, “Property Maintenance Code” means the 2015 International Property Maintenance Code adopted by Section 25-12-211 (*Property Maintenance Code*), as amended by Section 25-12-213 (*Local Amendments to the International Property Maintenance Code*). In this article, “this code” means the Property Maintenance Code.

1 § 25-12-213 LOCAL AMENDMENTS TO THE 2015 PROPERTY  
2 MAINTENANCE CODE.

3 The following provisions are local amendments to the 2015 Property Maintenance  
4 Code. Each provision of this section is a substitute for any identically numbered  
5 provision of the 2015 Property Maintenance Code deleted by Section 25-12-211(B)  
6 (*International Property Maintenance Code*) or is an addition to the 2015 Property  
7 Maintenance Code.

8 **101.1 Title.** These regulations are known as the City of Austin Property Maintenance  
9 Code and are referred to as the “Property Maintenance Code” or “this code.”

10 **102.3 Application of other codes.** Repairs, additions or alterations to a structure, or  
11 changes of occupancy, must be done in accordance with the procedures and provisions of  
12 Title 25 (*Land Development Code*).

13 **103.1 General.** The City Manager must designate the department or departments charged  
14 with enforcement of this code.

15 **103.2 Designation.** The City Manager must designate a code official.

16 **103.3 Inspectors.** The code official may designate inspectors to assist with enforcement  
17 of this code. Such employees must have powers and duties delegated by the code  
18 official.

19 **103.5 Costs.** The City may assess a property owner for costs incurred to demolish, board,  
20 fence, secure, vacate, relocate occupants, repair, treat, remediate or similar action  
21 identified in this code. This includes the costs incurred because a property owner fails to  
22 comply with a Commission order. Unless exempted by the Texas Constitution, the  
23 expense incurred by the City under this code may be recorded as a lien against the real  
24 property on which the building, structure, or noncompliant condition is located, with  
25 interest on the unpaid balance to accrue at the maximum rate allowed by law.

26 **103.6 Funds.** Unless otherwise provided for or directed by a Commission order, a cost  
27 incurred by the city or its agent to repair, remediate, vacate, relocate occupants from,  
28 secure, or clean a structure, building, or property because an owner fails to comply with a  
29 Commission order must be paid from demolition funds budgeted by the city council.

30 **104.2 Inspections.** The code official is authorized to make inspections and may consider  
31 written inspection reports prepared and certified by approved agencies or individuals. The  
32 code official is authorized to engage such expert opinion as deemed necessary to report  
33 upon unusual technical issues that arise.

1 **104.3 Right of Entry.** Whenever it is necessary to make an inspection to enforce the  
2 provisions of this code, or whenever the code official has reasonable or probable cause to  
3 believe that a violation exists in a structure or upon a premises, the code official is  
4 authorized to enter the structure or premises at reasonable times to inspect or perform the  
5 duties authorized by this code or City Code. An owner or other authorized individual may  
6 refuse to consent to an inspection conducted by the code official. If consent is refused,  
7 the code official may seek an administrative search warrant authorized by Article 18 of  
8 the Texas Code of Criminal Procedure (*Search Warrant*) and City Code Section 2-10-1  
9 (*Municipal Court Jurisdiction and Authority*). Nothing in this code limits the ability of  
10 the code official to inspect as necessary or as authorized by other law.

11 **104.7 Commencement of Proceedings.** Whenever the code official finds that a structure  
12 or premise is substandard or dangerous, the code official is authorized to begin  
13 proceedings to cause the repair, rehabilitation, vacation, demolition, removal, boarding or  
14 fencing or other means of closure of the building, structure, or premise.

15 **104.8 Corrective Action.** The code official is authorized to require the owner of the  
16 property or other responsible person to take action to correct a violation of this code. If  
17 the owner or other responsible person does not take corrective action within a specified  
18 time period, the code official may serve notice to the person(s) to appear before the  
19 Building and Standards Commission to show cause why the structure or premise should  
20 not be ordered repaired, boarded, fenced, vacated, occupants relocated, or demolished.

21 **104.9 Utility Termination Authorized.** The code official may request utility  
22 termination for a structure or premise as provided for under the applicable provisions of  
23 state law and City Code. Provisions of state law and City Code regarding notice and  
24 appeal of utility termination apply to a utility terminated under this section.

25 **106.1 Unlawful acts.** A person that fails to comply with this code, a notice of violation  
26 issued under this code, or an order issued under this code commits an offense.

27 **106.3 Prosecution of a Violation.** A violation of this code is a misdemeanor punishable  
28 as set forth in City Code Section 25-1-462 (*Criminal Enforcement*). The filing of a  
29 criminal action does not preclude the pursuit of a civil, quasi-judicial, or administrative  
30 action for violation of this code.

31 **106.5 Abatement of violation.** The code official may enforce the provisions of this code  
32 by pursuing all civil, quasi-judicial, administrative, and criminal actions; all remedies  
33 available to a city under state law; or by any combination of remedies available at law or  
34 equity. In any court action, the code official may pursue the collection of attorney's fees  
35 and costs; and maximum interest on liens and judgments as allowed by law. The filing of  
36 a civil action does not preclude the pursuit of any other action or remedy, whether quasi-

1 judicial, administrative, or criminal. All remedies authorized under this code are  
2 cumulative of all others unless otherwise expressly provided.

3 **107.1 Notice to person responsible.** Whenever the code official determines that a  
4 violation of this code exists or has grounds to believe that a violation exists, notice will  
5 be issued and served as set forth in applicable state law, City Code, and this code. Failure  
6 of the code official to serve any person required to be served does not invalidate any  
7 proceedings as to any other person properly served or relieve that person from any duty  
8 or obligation imposed by this code.

9 **107.2 Form.** A written notice directed to the owner of record and, if applicable,  
10 occupant of the structure or premise notice must:

- 11 1. identify the structure or premise by street address, or provide a description  
12 sufficient for identification of the structure or premise;
- 13 2. state that the code official has found the structure or premise to be substandard or  
14 dangerous, with a summary description of the applicable provisions of this code  
15 and the alleged violations;
- 16 3. specify the corrective measures required to bring the structure or premise into  
17 compliance with applicable provisions of this code;
- 18 4. provide a time period for compliance;
- 19 5. include a description of the applicable appeal procedures; and
- 20 6. include a provision in Spanish stating that a Spanish translation will be provided on  
21 request if the recipient is not able to read the notice in English.

22 **107.3 Method of Service.** Required notices must be served via any method or  
23 combination of methods permitted in state law, City Code, and this code.

24 **107.3.1 Property Manager.** The code official may also provide a copy of any  
25 notice sent to a property owner to the manager of the property. On receipt of a  
26 copy of the notice under this section, a property manager must notify the owner of  
27 the specifics of the notice within 10 days and must make every reasonable effort to  
28 have the owner correct the violation.

29 **107.6 Transfer of ownership.** Except as otherwise provided by applicable law, the  
30 following applies:

31 **107.6.1. Responsibility of Owner.** An owner of a structure or premise who has  
32 been served with a notice, order, or other notification under this code may not sell,

1 transfer, grant, mortgage, lease, or otherwise dispose of the structure or premise  
2 until the owner has:

- 3 1. furnished to the purchaser, transferee, grantee, mortgagee, or lessee a true  
4 copy of the notice, order or other notification; and
- 5 2. provided written notice to the code official of the owner's intent to enter into  
6 a transaction affecting the structure or premise, including the name and  
7 address of the proposed buyer, transferee, grantee, mortgagee, or lessee.

8 **107.6.2. Responsibility of Purchaser.** A purchaser of a premise subject to a  
9 notice, order, or other notification issued under this code and recorded in the real  
10 property records of the county where the premise is located must comply with the  
11 terms of the notice, order, or other notification.

12 **107.6.3 Effect of Transfer.** A transfer of the property does not impact the validity  
13 of the notice, order, or other notification.

14 **107.7 Appeal.** A person affected by a notice may appeal the violation findings contained  
15 in the notice to the Building and Standards Commission.

16 **107.7.1 Deadline to Appeal.** An appeal must be submitted to the code official  
17 within 20 days from the date the notice is mailed by the City. It is presumed the City  
18 mailed the notice on the date printed on the notice.

19 **107.7.2 Requirements.** An appeal must be in writing and must contain a brief  
20 statement identifying the notice or action being appealed, setting forth any facts  
21 supporting the appeal, describing the relief sought, and presenting the reasons why  
22 the appealed notice or action should be reversed, modified or otherwise set aside. A  
23 request for additional time to comply with the notice due to financial inability or  
24 other extenuating circumstance is not a proper basis for appeal.

25 **107.7.3 Effect of an appeal.** Unless otherwise provided in this code or, in the  
26 opinion of the code official, a delay would present an immediate danger or  
27 unreasonable risk to any person or property, filing an appeal stays further City action  
28 under the notice being appealed.

29 **107.8 Duty to comply.** A person has a duty to comply with the provisions, requirements,  
30 and prohibitions in this code even if the code official has not served the person with  
31 separate notice personally informing the person of the duty to comply with this code.

1 **108.1 General.** When the code official finds a structure, premise, or equipment is unsafe,  
2 is unfit for human occupancy, or is unlawful, such structure, premise, or equipment must  
3 be subject to the provisions of this code.

4 **108.4 Placarding.** A structure or premise vacated under this code will be placarded at  
5 each entrance and exit of the structure or premise. The placard must be in substantially  
6 the following form:

7 DO NOT ENTER  
8 UNSAFE TO OCCUPY  
9 IT IS UNLAWFUL TO REMOVE OR DAMAGE THIS NOTICE.  
10 CODE OFFICIAL  
11 CITY OF AUSTIN

12 **108.4.1 Placard Removal.** Until the required repair, abatement, demolition, or  
13 removal is complete, a person may not remove or damage the placard after it is  
14 posted by the code official. A required repair, abatement, demolition, or removal is  
15 complete when the code official releases the notice or order, or when the building  
16 official issues a certificate of occupancy for the structure.

17 **108.5 Prohibited Occupancy.** A person may not remain in or enter any building,  
18 structure, or premise that is subject to an order to vacate or is posted with a placard. A  
19 person may not induce, allow, or authorize another person to occupy a structure or  
20 premise that is subject to an order to vacate or that is posted with a placard.

21 **108.5.1 Affirmative Defense.** It is an affirmative defense to prosecution under this  
22 section if a person enters a structure or premise described above to repair, abate,  
23 demolish, or remove the structure or condition under an applicable permit.

24 **109.1 Imminent danger.** When, in the opinion of the code official, a condition exists that  
25 could cause serious or life-threatening injury or death in the near future, the code official is  
26 authorized to recommend the occupants to vacate the premises. A condition means a  
27 structure or part of a structure that has fallen or may fall; a structure or part of a structure  
28 that has collapsed or may collapse; the presence of explosives, explosive fumes or vapors,  
29 toxic fumes, gases, materials; or the presence of dangerous or defective equipment. If a  
30 premise is vacated due to an imminent danger, a notice reading as follows: "This  
31 Structure/Premise Is Unsafe To Occupy" must be posted at each entrance to such structure  
32 or premise.

33 **109.2 Temporary Safeguards.** The code official may secure a structure before a public  
34 hearing is held by the Commission if the code official determines that the structure

1 violates this code; and is unoccupied or is occupied only by persons who do not have a  
2 lawful right of possession to the structure.

3 **109.2.1. Notice.**

4 1. Before the 11<sup>th</sup> day after the date the structure is secured, the code official must  
5 give notice of the closure:

6 a. by personal service to the owner; or

7 b. by regular mail and certified mail, return receipt requested, to the owner at  
8 the owner's last known address; or

9 c. if personal service cannot be obtained and the owner's post office address  
10 is unknown, by

11 i. publication at least twice within a 10 day period in a newspaper of  
12 general circulation in the county in which the structure is located, or

13 ii. posting the notice on or near the front door of the structure.

14 2. The notice must contain the following:

15 a. an identification, which is not required to be a legal description, of the  
16 structure and the premise on which it is located;

17 b. a description of the violations of this code or the City Code that are found  
18 at the structure;

19 c. a statement that the code official has secured the structure or premise;  
20 and

21 d. an explanation of the owner's right to request a hearing about any matter  
22 relating to the securing of the structure by the code official.

23 **109.2.3. Appeal of Emergency Closure.** The owner of a structure may appeal an  
24 emergency closure to the Commission. An appeal must be in writing and must be  
25 provided to the code official within 30 days after the date the code official secured  
26 the structure. Unless the appellant, in writing, requests or agrees to postpone the  
27 hearing on the appeal to a later date, a hearing on the appeal must be heard at the  
28 next available agenda date at which a quorum of the Commission is present.



1           **109.2.4 Costs.** The City may assess costs incurred for emergency closures under  
2 this code against the owner of the affected premise and, unless exempted under the  
3 Texas Constitution, may secure those costs with a lien against the affected premise.

4           **110.1 General.** An owner must demolish and remove a structure, equipment, or property  
5 condition if the code official finds:

- 6           1. the structure, equipment, or property condition so deteriorated, dilapidated, or out of  
7           repair as to be dangerous, unsafe, unsanitary or otherwise unfit for human  
8           habitation or occupancy; and
- 9           2. it is unreasonable to repair the structure, equipment, or property condition.

10           **110.4 Salvage materials.** If the City demolishes and removes a structure, then the City, or  
11 its agent, may sell the salvage and valuable materials at the highest price obtainable.

12           **112.1 Authority.** The code official is authorized to issue a notice that requires an owner  
13 or the owner's agent to stop work that is being performed in a dangerous or unsafe  
14 manner.

15           **201.3 Terms defined in other codes.** If a term is not defined in this code but is otherwise  
16 defined in Title 25 (*Land Development Code*), the term has the meaning given in Title 25  
17 (*Land Development Code*).

18           **202.1 Supplemental and replacement definitions.** The definitions in this subsection  
19 apply throughout this code and supplement the definitions in Section 202 (*General*  
20 *Definitions*) of the 2015 Property Maintenance Code, as published, unless the term is  
21 defined in both places, in which case the definition in this subsection replaces and  
22 supersedes the definition in Section 202 of the 2015 Property Maintenance Code.

23           **ACTIVITY.** Constructing, enlarging, altering, repairing, moving, demolishing,  
24 erecting, installing, removing, converting, or replacing a structure, component of a  
25 structure, or any electrical, gas, mechanical, or plumbing system.

26           **ADULT.** A person 18 years of age or older.

27           **BED AND BREAKFAST.** The use of an owner-occupied single-family  
28 residential structure to provide limited meal service and rooms for temporary  
29 lodging for overnight guests in return for compensation.

30           **BOARDING HOUSE.** A structure, other than a hotel, where lodging and meals  
31 are provided for more than six unrelated persons in return for compensation.

1 When used in this code, the term Boarding House includes a transient boarding  
2 house.

3 **COMMISSION.** The Building and Standards Commission described in Section 2-  
4 1-122 (*Building and Standards Commission*) of the City Code.

5 **COMMISSION ORDER.** An order issued by the Commission.

6 **COMPENSATION.** Any money, thing of value, payment, consideration, reward,  
7 tip, donation, gratuity, or profit paid to, accepted, or received by the owner or  
8 operator of a lodging establishment; whether paid upon solicitation, demand or  
9 contract, or voluntarily, or intended as a gratuity or donation.

10 **DANGEROUS.** A condition that violates this code that could cause serious or  
11 life-threatening injury or death.

12 **HOTEL.** A structure or a part of a structure, in which there are guest rooms,  
13 rooming units, or apartments which may be rented on a daily basis and are used  
14 primarily for transient occupancy, and for which desk service is provided. In  
15 addition, one or more of the following services may be provided: maid, telephone,  
16 bellboy, or furnishing of linen. When used in this code, the term hotel includes a  
17 motel.

18 **JUDICIAL ORDER.** An order issued by a court of competent jurisdiction.

19 **ORDER.** A commission order or a judicial order.

20 **PERSONALTY.** Personal property that is not attached to real property.

21 **PREMISE.** A lot, plot or parcel of land, property, or easement. The term includes  
22 the structures located on the lot, plot or parcel of land, or easement.

23 **ROOMING HOUSE.** A structure, other than a hotel, where lodging for more  
24 than six unrelated persons is provided without meals in return for compensation.

25 **SHORT-TERM RENTAL.** The use of a residential dwelling unit or accessory  
26 building, other than a unit or building associated with a group residential use, on a  
27 temporary or transient basis in accordance with Chapter 25-2, Subchapter C,  
28 Article 4, Division 1, Subpart C (*Requirements for Short-Term Rental Uses*). The  
29 use does not include an extension for less than 30 consecutive days of a previously  
30 existing rental agreement of 30 consecutive days or more. The use does not include  
31 a rental between parties to the sale of that residential dwelling unit.

32 **SUBSTANDARD.** A structure or premise that does not comply with this code.

1 **202.2 Nuisance.** Each of the following is declared to be a nuisance for purposes of this  
2 code:

- 3 1. Any public nuisance known at common law or in equity jurisprudence.
- 4 2. Any attractive nuisance which may prove detrimental to children whether in  
5 a building, on the premises of a building, or on an unoccupied lot. This  
6 includes any abandoned wells, shafts, basements, or excavations; abandoned  
7 refrigerators and motor vehicles; or any structurally unsound fences or  
8 structures; or any lumber, trash, fences, debris or vegetation which may  
9 prove a hazard for inquisitive minors.
- 10 3. Whatever is dangerous to human health or is detrimental to health, as  
11 determined by the health officer.
- 12 4. Unsanitary conditions described in City Code Section 10-5-21 (*Duty to*  
13 *Maintain Property in a Sanitary Condition*).
- 14 5. A utility room not maintained free of flammable liquids, oil and grease, and  
15 other similar materials.
- 16 6. Yards, courts, and vacant lots not maintained clean and free of holes,  
17 excavations, dead trees and tree limbs, sharp protrusions, and other objects,  
18 conditions and hazards that are reasonably capable of causing injury to a  
19 person.
- 20 7. A manufactured residential building, mobile home, or tourist court not  
21 maintained in accordance with the provisions of this code, the manufacturer  
22 specifications under which the structure was constructed, or Title 25 (*Land*  
23 *Development Code*) of the City Code.

24 **301.4 General requirement to obtain a permit.** After receiving written notice that an  
25 activity was conducted on the premises without the appropriate permit, an owner must  
26 obtain a permit for the activity that was conducted without the appropriate permit.

27 **304.3 Address Identification.** A premise must be identified with address numbers that are  
28 legible and visible from the street or road. The address numbers must comply with the Fire  
29 Code and Fire Criteria Manual.

30 **304.19 Gates.** All exterior gates, components of a gate, operator systems, if provided, and  
31 hardware must be maintained in good condition.

1 **305.1.1 Unsafe conditions.** The following conditions violate this code and are declared  
2 unsafe:

- 3 1. A structure or a component of a structure cannot perform as intended;
- 4 2. A wall or column is not anchored to support a floor or roof;
- 5 3. Structural members, including stairs, landings, decks, balconies, walking  
6 surfaces, handrails, and guardrails, cannot perform as intended;
- 7 4. Structural members, including stairs, landings, decks, balconies, walking  
8 surfaces, handrails, and guardrails, are not anchored to support use of the  
9 structural member; or
- 10 5. Any portion of the foundation system is not supported by footings, is not  
11 supported by adequate soil, has cracks or breaks, or is not adequately anchored.

12 **Exception:** If a person, using an approved method, establishes that the  
13 condition is safe, then the condition does not violate this code.

14 **307.1 General.** A stairway must be maintained in good condition and in accordance with  
15 the building code in effect at the time of construction. A handrail or guardrail must be  
16 provided and maintained in good condition at stairs, landings, balconies, porches, decks,  
17 ramps and other walking surfaces; and be in accordance with the building code in effect  
18 at the time of construction.

19 **307.2 Guardrails.** A guardrail is required for an open portion of a stair, landing, balcony,  
20 porch, deck, ramp, or other walking surface that is more than 30 inches above floor or  
21 grade.

22 **307.2.1** Guards must be spaced in a manner to prevent a nine inch or larger sphere  
23 from passing between the guards.

24 **307.2.2** Guards must be at least 30 inches tall when measured from the floor of the  
25 stair, landing, balcony, porch, deck, ramp, or other walking surface.

26 **309.1 Infestation.** A structure must not be infested with insects or rodents. A structure  
27 that is infested with insects or rodents must be exterminated immediately by an approved  
28 process that is not injurious to human health. After pests are eliminated, a person must  
29 take proper precautions to prevent re-infestation.

30 **309.1.1 Exception.** The keeping, maintenance or management of common  
31 domestic honey bee colonies, *Apis mellifera* species, must be in accordance with  
32 City Code Chapter 3-6 (*Beekeeping*).

1 **401.3 Alternative devices.** Artificial light or mechanical ventilation that complies with  
2 the applicable Building Code or Residential Code requirements is authorized as an  
3 alternative to the requirements for natural light and ventilation prescribed in Sections 402  
4 and 403.

5 **404.4.1 Room Area.** Except for qualifying efficiency units, a bedroom must contain at  
6 least 70 square feet; and a bedroom occupied by more than two adults must contain at  
7 least 120 square feet plus an additional 50 square feet for each adult in excess of three.

8 **404.5 Overcrowding.** The number of persons occupying a dwelling unit must not create  
9 conditions that, in the opinion of the code official, endanger the life, health, safety, or  
10 welfare of the occupants.

11 **501.3 General requirement to obtain a permit.** After receiving written notice that an  
12 activity was conducted on the premises without the appropriate permit, an owner must  
13 obtain a permit for the activity that was conducted without the appropriate permit.

14 **505.1 General requirements for water systems.** A sink, lavatory, bathtub or shower,  
15 drinking fountain, water closet or other plumbing fixture must be properly connected to  
16 either a public water system or to an approved private water system. A kitchen sink,  
17 lavatory, laundry facility, bathtub and shower must be supplied with hot or tempered and  
18 cold running water in accordance with the Plumbing Code.

19 **505.4 Water heating facilities.** A water heating facility must be properly installed,  
20 maintained and capable of providing an adequate amount of water to be drawn at each  
21 sink, lavatory, bathtub, shower, and laundry facility at a temperature of not less than  
22 110°F (43°C).

23 **505.4.1 Compliance.** A water heating facility in a structure with one or more  
24 dwelling units complies with the requirement in 505.4 if the temperature of the  
25 water drawn at the kitchen sink reaches 110°F (43°C) within three minutes.

26 **505.4.2 Valves.** A relief valve discharge pipe and approved combination  
27 temperature and pressure-relief valve must be properly installed and maintained on  
28 water heaters.

29 **505.4.3 Gas-burning water heater.** Unless installed in a sealed enclosure with  
30 adequate air combustion that does not take air from the living space, a gas-burning  
31 water heater must not be located in a bathroom, toilet room, bedroom or other  
32 occupied room that is normally kept closed when in use. Direct vent water heaters  
33 are not required to be installed within an enclosure.

1 **601.3 General requirement to obtain a permit.** After receiving written notice that an  
2 activity was conducted on the premises without the appropriate permit, an owner must  
3 obtain a permit for the activity that was conducted without the appropriate permit.

4 **602.2 Residential Occupancies.** Heating facilities that are capable of maintaining a room  
5 temperature of 68°F (20°C) in habitable spaces, bathrooms, and toilet rooms are required  
6 in each dwelling unit. Cooking appliances and unvented fuel-burning space heaters  
7 cannot be used to meet or maintain the room temperature required by this section. A  
8 portable electric space heater may be used on a temporary basis if used consistent with  
9 manufacturer's specifications.

10 **602.3 Heat Supply.** An occupied commercial structure that includes dwelling units or  
11 sleeping units must maintain a temperature of at least 68°F (20°C) in all habitable areas,  
12 bathrooms, and toilet rooms.

13 **602.4 Occupiable work spaces.** Except as otherwise provided, an occupied commercial  
14 structure with indoor occupiable work spaces must maintain a temperature of not less  
15 than 65°F (18°C) during the period the spaces are occupied.

16 **602.4.1 Processing, storage, and operation.** A commercial structure with areas  
17 that require cooling or special temperature conditions are not required to maintain  
18 the temperature in Section 602.4.

19 **602.4.2 Physical activities.** Areas within a commercial structure where persons are  
20 primarily engaged in vigorous physical activities are not required to maintain the  
21 temperature in 602.4.

22 **604.2 Service.** In accordance with NFPA 70, the size and usage of appliances and  
23 equipment determines the need for additional electrical facilities. A dwelling unit must be  
24 served by an electrical service with a rating of at least 60 amperes.

25 **604.3.1.1 Electrical equipment.** Electrical distribution equipment, motor circuits, power  
26 equipment, transformers, wire, cable, flexible cords, wiring devices, ground fault circuit  
27 interrupters, surge protectors, molded case circuit breakers, low-voltage fuses, luminaires,  
28 ballasts, motors and electronic control, signaling and communication equipment that are  
29 exposed to water must be replaced in accordance with the provisions of the Electrical  
30 Code.

31 **Exception:** The following equipment may be repaired when an inspection report  
32 from the equipment manufacturer or approved manufacturer's representative  
33 indicates that the equipment has not sustained damage that requires replacement:

- 34 1. Enclosed switches, rated 600 volts or less;

2. Busway, rated 600 volts or less;
3. Panelboards, rated 600 volts or less;
4. Switchboards, rated 600 volts or less;
5. Fire pump controllers, rated 600 volts or less;
6. Manual and magnetic motor controllers;
7. Motor control centers;
8. Alternating current high-voltage circuit breakers;
9. Low-voltage power circuit breakers;
10. Protective relays, meters and current transformers;
11. Low- and medium-voltage switchgear;
12. Liquid-filled transformers;
13. Cast-resin transformers;
14. Wire or cable that is suitable for wet locations and whose ends have not been exposed to water;
15. Wire or cable, not containing fillers, that is suitable for wet locations and whose ends have not been exposed to water;
16. Luminaires that are listed as submersible;
17. Motors;
18. Electronic control, signaling and communication equipment.

**604.3.2.1 Electrical equipment.** Electrical switches, receptacles and fixtures, including furnace, water heating, security system and power distribution circuits that are exposed to fire, must be replaced in accordance with the provisions of the Electrical Code.

**Exception:** Electrical switches, receptacles and fixtures may be repaired where an inspection report from the equipment manufacturer or approved manufacturer's representative indicates that the equipment has not sustained damage that requires replacement.

1 **605.3 Luminaires.** Luminaires must be maintained in good condition and in accordance  
2 with the applicable code(s) in effect at the time of construction.

3 **605.4 Wiring.** Except as otherwise provided, flexible cords, including extension cords,  
4 must not be

- 5 1. used for permanent wiring;
- 6 2. used for running through doors, windows, or cabinets; or
- 7 3. concealed within walls, floors, or ceilings.

8 **Exception.** A flexible cord used as permanent wiring, for running through doors,  
9 windows, or cabinets, or to be concealed within walls, floors, or ceilings complies  
10 with this code if the flexible cord was manufactured for such use and was installed  
11 as part of a project permitted by the City. For purposes of this exception, a project  
12 permitted by the City means the project passed all required inspections, was  
13 completed by a licensed electrician, and was installed consistent with the  
14 manufacturer's specifications.

15 **702.1 General requirements for egress.** A safe, continuous and unobstructed path of  
16 travel must be provided from any point in a structure to the public right-of-way. Means  
17 of egress must comply with this code as well as applicable provisions of the Fire Code,  
18 the Building Code and the Residential Code.

19 **702.2 Aisles.** Aisles must be unobstructed to achieve the width required in the Fire Code.

20 **702.3 Locked doors.** Except for door hardware that conforms to the applicable Building,  
21 Fire, or Residential Code, doors used for egress must be readily openable from the side  
22 used to exit a structure. Readily openable means a door that can be opened without the  
23 need for keys, special knowledge, or effort.

24 **702.5 Additional emergency escape and rescue opening requirements.** Unless the  
25 sleeping room(s) meet a specific exception of the code under which the structure was  
26 constructed, sleeping rooms in R-2 and R-3, one- and two-family and multiple-family  
27 occupancy groups must have at least one emergency escape and rescue opening. An  
28 existing escape or opening complies with this code if:

- 29 1. the existing emergency escape and rescue opening meets the minimum  
30 height and width dimensions, openable area and the maximum sill height  
31 requirement of the code(s) under which the structure was constructed; or



- 1           2. at the time of construction no code was in effect, an existing emergency  
2           escape and rescue opening satisfies this code if it has:
  - 3               a. a minimum net clear openable area of 5 square feet (0.465 m<sup>2</sup>),
  - 4               b. a minimum net clear opening height of 22 inches (559 mm),
  - 5               c. a minimum net clear opening width of 20 inches (457 mm), and
  - 6               d. a sill height not greater than 48 inches (1219 mm) above the floor; or
- 7           3. it meets an alternative method of compliance described in Section 702.5.1.

8           **702.5.1 Alternate Method of Compliance for existing emergency escape and**  
9           **rescue openings.** An alternate method of compliance for a sleeping room with an  
10           emergency escape and rescue opening that does not meet the requirements  
11           referenced in Section 702.5 is to install hard-wired, dual chamber smoke alarms  
12           with battery backup capability that are served with primary power from the  
13           structure wiring. The smoke alarms must be installed inside and outside of the  
14           sleeping room and must be interconnected through either wired or wireless  
15           interconnection.

16           **704.1 General requirements for fire protection systems.** All systems, devices and  
17           equipment to detect a fire, actuate an alarm, or suppress or control a fire or any com-  
18           bination must be maintained in an operable condition at all times in accordance with the  
19           applicable requirements in Chapter 25-12 (*Technical Codes*).

20           **704.2 Smoke alarms.** Single- or multiple-station smoke alarms must be installed and  
21           maintained in dwellings that are not classified Group R-1, regardless of occupant load.  
22           Single- or multiple-station smoke alarms must be located:

- 23           1.     on the ceiling or wall outside of each separate sleeping area in the immediate  
24           vicinity of bedrooms;
- 25           2.     in each room used for sleeping purposes;
- 26           3.     in each story within a dwelling unit, including basements and cellars but not  
27           including crawl spaces and uninhabitable attics; and
- 28           4.     in dwelling units with split levels and without an intervening door between  
29           the adjacent levels, a smoke alarm installed on the upper level may suffice  
30           for the adjacent lower level provided that the lower level is less than one full  
31           story below the upper level.

1           **704.2.1 Other Groups.** Single- or multiple-station smoke alarms must be installed  
2 and maintained in accordance with the Fire Code.

3           **704.3 Power source.** Except as otherwise provided, a single-station smoke alarm in a  
4 dwelling must receive its primary power from the commercial power source wired into the  
5 structure; and must be equipped with a battery backup. Wiring must be permanent and,  
6 except as required for overcurrent protection, without a disconnecting switch. Smoke  
7 alarms must emit a signal when the batteries are low.

8           **Exceptions:**

- 9           1. A smoke alarm may be solely battery operated if, at the time of construction,  
10 the existing structure was not required to be wired to provide power to a  
11 smoke alarm and any reconstruction, alteration, or repairs does not include  
12 the removal of interior walls or ceilings.
- 13           2. A smoke alarm may be solely battery operated if the structure is not served  
14 by a commercial power source.

15           **SECTION 705 CARBON MONOXIDE ALARMS.**

16           **705.1 Installation and Maintenance.** A carbon monoxide alarm must be installed and  
17 maintained consistent with manufacturer's specifications.

18           **705.2 Location.** In a dwelling unit, a carbon monoxide alarm must be installed outside of  
19 each separate sleeping area and in the immediate vicinity of each sleeping area. A carbon  
20 monoxide alarm must be installed within a sleeping area if a fuel-burning or solid fuel  
21 appliance is located within a sleeping area, a bathroom attached to the sleeping area, or a  
22 garage attached to the sleeping area.

23           **705.3 Combination Alarms.** A carbon monoxide alarm that is part of a smoke alarm  
24 complies with this code.

25           **705.4 Power Source.** Except as otherwise provided, a carbon monoxide alarm in a  
26 dwelling must receive its primary power from the commercial power source wired into  
27 the structure; and must be equipped with a battery backup. Wiring must be permanent  
28 and, except as required for overcurrent protection, without a disconnecting switch. Smoke  
29 alarms must emit a signal when the batteries are low.

30           **Exceptions.**

- 31           1. A carbon monoxide alarm may be solely battery operated if, at the time  
32 of construction, the existing structure was not required to be wired to

1 provide power to a carbon monoxide alarm and any reconstruction,  
2 alteration, or repairs does not include the removal of interior walls or  
3 ceilings.

- 4 2. A carbon monoxide alarm may be operated by battery if a structure is not  
5 served by a commercial power source.

6 **CHAPTER 9 QUASI-JUDICIAL ENFORCEMENT.**

7 **SECTION 901 BUILDING AND STANDARDS COMMISSION.**

8 **901.1 Purpose.** The Building and Standards Commission is established to hear cases  
9 concerning alleged violations of City Code related to the condition of, and minimum  
10 standards for, the maintenance of existing residential and nonresidential structures,  
11 premises, property, and establishments; and to hear appeals when required by City Code  
12 and this code. The Commission has the powers and duties under this code, Section §2-1-  
13 122 (*Building and Standards Commission*), and applicable state law.

14 **901.2 Duties.** The Commission shall hear and decide cases concerning alleged violations  
15 of this code and appeals as required by this code and City Code. The Commission shall  
16 issue orders regarding the cases, as appropriate. The Commission shall hear evidence  
17 from each party that attends a hearing. Each order that requires removing or relocating an  
18 occupant or repairing, securing, or demolishing a structure must include a time period for  
19 compliance.

20 **901.3 Powers.** The Commission may order or initiate any action, remedy, response,  
21 security, or penalty within its authority under applicable state law, this code, or City  
22 Code, including:

- 23 1. ordering a structure be repaired within a fixed period;
- 24 2. declaring a structure or premise to be substandard or dangerous in  
25 accordance with the powers granted under state law, City Code, and this  
26 code;
- 27 3. ordering, as necessary,:
- 28 a. that a structure be vacated;
- 29 b. that occupants be relocated;
- 30 c. that persons or property be removed from private property;
- 31 d. entry on private property; or

1 e. that a substandard or dangerous condition or structure on private  
2 property be removed or demolished.

3 4. issuing orders or directives to any peace officer of the state, including the  
4 Austin Chief of Police, a sheriff, or constable, to enforce and carry out the  
5 lawful orders or directives of the Commission;

6 5. determining the amount and duration of the civil penalty allowed under state  
7 law;

8 6. hearing and deciding appeals which may be taken to the Commission; and

9 7. considering and recommending amendments to the City's housing and  
10 building regulations or ordinances.

11 **901.4 Rules.** The Commission shall adopt rules for its own procedure. The rules shall  
12 establish procedures to provide opportunity for presentation of evidence and testimony in  
13 its hearings by persons who are alleged to have violated ordinances.

14 **901.5 Meetings.** Meetings of the Commission are held at the call of the Chairperson and  
15 at other times as the Commission may determine. The Chairperson, or the Acting  
16 Chairperson in the absence of the Chairperson, may administer oaths and compel the  
17 attendance of witnesses. Six members constitute a quorum and the concurring vote of six  
18 members is necessary to take any action. The Commission must render all decisions and  
19 findings in writing in accordance with the applicable requirements of state law and City  
20 Code.

21 **901.6 Records.** The Commission shall keep records of its minutes, hearings, decisions,  
22 and other official actions. The Commission's minutes shall show the vote of each  
23 Commission member on each question submitted to the Commission and the fact that a  
24 member is absent or fails to vote. Commission records shall be filed in the office of the  
25 code official.

26 **901.7 Notice.** Notice and any required recordation of all Commission hearings, orders,  
27 or actions must be posted, filed, served, accomplished or disseminated in accordance with  
28 the applicable provisions of state law and City Code.

29 **901.8 Orders.** A Commission order is final unless appealed in accordance with Chapters  
30 54 and 214 of the Texas Local Government Code. Except for appeals related to  
31 temporary safeguards, a Commission order does not include appeals.

1 **901.9 Civil Penalty.** The Commission is authorized to determine the amount and  
2 duration of the civil penalty allowed under state law. The filing of a criminal action or a  
3 conviction under 902.1 does not preclude assessment or enforcement of the civil penalty.

4 **901.10 Satisfaction of Civil Penalty.**

5 **901.10.1 Applicability.** This section applies to a civil penalty assessed under  
6 Section 901.9 of this code for violations relating to:

- 7 1. a structure that is designated as an historic landmark or located in a  
8 designated historic district; or  
9 2. a residential structure with three or fewer dwelling units.

10 **901.10.2 Offset Provision.** The code official must accept as full payment of the  
11 civil penalty an amount equal to the assessed penalty minus the cost to complete  
12 repairs or other corrective action required by the Commission order establishing  
13 the penalty if:

- 14 1. all repairs or other corrective action required by the Commission order  
15 establishing the penalty have been completed;  
16 2. the code official has determined that all repairs or other corrective  
17 action comply with City regulations; and  
18 3. the City has not initiated a lawsuit based on the Commission order  
19 assessing the penalty.

20 **901.10.3 Evidence.** A person that seeks an offset must provide evidence to the  
21 code official of the cost of repairs or other corrective action required by a  
22 Commission order.

23 **901.10.4 Determination.** The code official must determine whether the  
24 evidence, as that term is used in 901.10.3, is associated with a repair or other  
25 corrective action ordered by the Commission. The determination by the code  
26 official may not be appealed.

27 **901.11 Validity of Order Not Affected by Transfer.** When a Commission order has  
28 been filed in the deed records, the Commission order is valid even if the property is sold  
29 or otherwise transferred. A person who acquires an interest in property after a  
30 Commission order is recorded is subject to the requirements of the Commission order.  
31 Each Commission order must include the text of this provision.

32 **SECTION 902 FAILURE TO COMPLY WITH A COMMISSION ORDER.**

1 **902.1 Criminal Offense and Penalty.** A person commits an offense if the person fails to  
2 comply with a final order issued by the Commission. Each day that a person fails to  
3 comply with a final order is a separate occurrence. An offense under this section is a  
4 class C misdemeanor. The maximum penalty must be \$500 per offense, per occurrence.  
5 Proof of a culpable mental state is not required for conviction of an offense under this  
6 section.

7 **SECTION 903 PERFORMANCE OF WORK REQUIRED FOR COMPLIANCE**  
8 **WITH A COMMISSION ORDER.**

9 **903.1 Demolition and Remediation authorized.** In addition to any other remedy  
10 provided in this section, and on the failure of the owner to comply with any predicate or  
11 requirement of a Commission order, the code official may perform, procure, or contract  
12 for any work, services, materials, accommodations, or action required of the property  
13 owner by the Commission order. This includes engineering surveys or inspections, cost  
14 estimates, construction scheduling, asbestos testing, design services, plan preparation,  
15 permitting, fencing, stabilization, grading, filing, draining, the closure of a building, the  
16 vacation and relocation of occupants, the removal of personalty or disposal of debris, and  
17 the treatment or cleaning of the premises and the lot.

18 **903.2 Personalty on the Premises.** A property owner is responsible for removing  
19 personalty from a structure that must be vacated or demolished. If the City or its agent  
20 demolishes the structure, the personalty remaining on the property is considered  
21 abandoned and may be removed by the City or its agent in the same manner as other  
22 rubbish or debris.

23 **CHAPTER 10 LANDLORD/TENANT RELATIONSHIPS.**

24 **1001 Responsibility of Landlord.** The owner of a building, structure, or property  
25 remains responsible for compliance with this Code notwithstanding any rental or other  
26 agreement purporting to give tenants or other third parties certain duties or  
27 responsibilities with respect to the building, structure, or property.

28 **1002 Retaliation.**

29 **1002.1 Prohibited.** A property owner, owner's agent, management company, or other  
30 person responsible for managing a property commits an offense if the property owner,  
31 owner's agent, management company, or other person responsible for managing a  
32 property raises a tenant's rent, diminishes services to the tenant, or attempts eviction for  
33 reasons other than nonpayment of rent or other good cause for six months after a  
34 complaint is filed by the tenant with the code official complaining of violations of this

1 code or for six months after completion of repairs required by a notice or order issued  
2 under this code, whichever time period is longer.

3 **1002.2 Penalty.** Unless a culpable mental state is established, a violation of Section 1002  
4 (*Retaliation*) is an offense, punishable by a fine not to exceed \$500 per occurrence. If  
5 proof of a culpable mental state is established, a violation of Section 1002 (*Retaliation*) is  
6 punishable by a fine not to exceed \$2,000 per occurrence.

7 **1002.3 Affirmative Defense.** It is an affirmative defense to prosecution under Section  
8 1002 (*Retaliation*) if the action was:

- 9 1. an increase in rent under an escalation clause for utilities, taxes, or insurance  
10 in a written rental agreement;
- 11 2. an increase in rent or reduction in services against the complaining tenant  
12 which are a part of a pattern of rental increases or service reductions  
13 uniformly applied for an entire multifamily dwelling project of four or more  
14 units; or
- 15 3. an increase in rent that is reasonably related to repairs or improvements  
16 actually made by the landlord after a complaint has been filed and which do  
17 not cause the total rent to exceed fair market value of the premises.  
18 However, no rental increase may be made until the structure is in full  
19 compliance with any notice or order issued under this code.

## 20 **CHAPTER 11 INTERFERENCE WITH REPAIR OR DEMOLITION WORK** 21 **PROHIBITED.**

22 **1101 GENERAL.** No person must obstruct, impede, or interfere with work performed by  
23 any of the following individuals for purposes of boarding, securing, repairing, vacating or  
24 demolishing a building, structure, or property under the provisions of this code, or in  
25 performing a necessary act preliminary or incidental to work authorized under this code:

- 26 1. a peace officer;
- 27 2. a City employee;
- 28 3. a City contractor;
- 29 4. an authorized representative of the City;
- 30 5. a person who owns or holds an estate or interest in a building, structure, or  
31 property; or

1           6.       a person to whom such a structure has been lawfully sold under this code.

2       **CHAPTER 12 [Reserved for Expansion].**

3       **CHAPTER 13 REGULATED LODGING ESTABLISHMENTS.**

4       **1301 INSPECTIONS.** The code official must make inspections to determine the  
5 condition of short-term rentals, boarding houses, hotels, rooming houses and bed and  
6 breakfast establishments located within the City, to ensure compliance with this chapter  
7 and other applicable laws. For the purpose of making inspections, the code official or the  
8 code official's representative may enter, examine, and survey, at all reasonable times, all  
9 buildings, dwelling units, guest rooms, and premises on presentation of the proper  
10 credentials. An owner or other authorized individual may refuse to consent to an  
11 inspection conducted by the code official. If consent is refused, the code official may  
12 seek an administrative search warrant authorized by Article 18 of the Texas Code of  
13 Criminal Procedure (*Search Warrant*) and City Code Section 2-10-1 (*Municipal Court*  
14 *Jurisdiction and Authority*). Nothing in this code limits the ability of the code official to  
15 inspect as necessary or as authorized by other law.

16       **1302 LICENSES AND PERMITS REQUIRED.** No person may operate a boarding  
17 house, hotel, rooming house, short-term rental, or bed and breakfast establishment unless  
18 a license for the operation, in the name of the owner or operator and for the specific  
19 dwelling unit, partial unit, accessory unit, building, structure, or property used, has been  
20 issued by the code official and is currently valid and in good standing. Unless  
21 specifically exempted by the provisions of Chapter 10-3 (*Food and Food Handlers*), each  
22 regulated lodging establishment that provides meals or food service is required to have a  
23 permit as a food service establishment issued by the Health Authority.

24       **1303 LEASING, RENTING, OR ADVERTISING UNITS OR ROOMS IN AN**  
25 **UNLICENSED HOTEL, BOARDING HOUSE, ROOMING HOUSE, SHORT-**  
26 **TERM RENTAL, OR BED AND BREAKFAST ESTABLISHMENT IS AN**  
27 **OFFENSE.**

28       (A) An owner, manager, operator, or person in control of a hotel, boarding house,  
29 rooming house, short-term rental, or bed and breakfast establishment commits an offense  
30 if the owner or other person leases, rents, advertises, promotes, or otherwise solicits or  
31 induces occupancy of a room, structure, dwelling unit, or partial unit in a hotel, boarding  
32 house, rooming house, short-term rental, or bed and breakfast establishment which does  
33 not have a valid license issued and displayed as required by this chapter or as required by  
34 Title 25 (*Land Development*).



1 (B) A person may not advertise or promote a licensed establishment without including  
2 the license number assigned to the establishment by the city in the advertisement or  
3 promotion.

4 (C) Each day that an owner, manager, operator, or other person in control of the  
5 property leases, rents, advertises, promotes, or otherwise solicits or induces occupancy of  
6 a room in a hotel, boarding house, rooming house, short-term rental, or bed and breakfast  
7 establishment which does not have a valid license issued, disclosed, and displayed as  
8 required by this chapter is a separate occurrence. An offense under this section is a class  
9 C misdemeanor, punishable by a fine not to exceed \$500 per offense, per occurrence,  
10 unless proof of a culpable mental state is proven. If proof of a culpable mental state is  
11 demonstrated, an offense under this section is punishable by a fine not to exceed \$2,000  
12 per occurrence.

13 (D) It is an affirmative defense to a violation of Section 1303 if the advertisement or  
14 promotion conspicuously disclosed that reservation, occupancy, or rental of the facility is  
15 contingent on a pending city licensure application.

16 **1304 APPLICATION.** An application for a license required by this chapter must be in  
17 writing and submitted to the code official. To be considered complete, the application  
18 must include all information and documentation required by the Land Development Code  
19 regulations specific to the use type or indicated as required by the code official and this  
20 code.

21 **1305 FEE.** Each application for a rooming house, hotel, motel, boarding house, short-  
22 term rental, or bed and breakfast establishment license must be accompanied by the  
23 payment of a fee in an amount established by separate ordinance. Except for payment of  
24 the fee due for a short-term rental, a regulated lodging establishment fee must be pro-  
25 rated on a quarterly basis.

26 **1306 ISSUANCE.** A boarding house, hotel, rooming house, short-term rental, or bed  
27 and breakfast establishment license must be issued by the code official after the code  
28 official determines that the owner or operator has complied with all applicable ordinances  
29 and rules. A license must not be issued or renewed by the code official for any applicant  
30 or location in the absence of proof of the applicant or location's substantial compliance  
31 with all applicable local hotel occupancy tax rules and regulations.

32 **1307 LICENSE SUSPENSION.**

1 (A) Except as provided in subsections (D) and (E), whenever the code official finds on  
2 inspection of the physical premises or review of applicable records of any boarding  
3 house, hotel, rooming house, short-term rental, or bed and breakfast establishment that  
4 conditions or practices exist that violate any provision of the Property Maintenance Code,  
5 City Code, or any rule or regulation adopted under this code, or that the establishment has  
6 failed to comply with any provision, prohibition, or requirement related to the  
7 registration, reporting, collection, segregation, accounting, disclosure, or payment of  
8 local hotel occupancy taxes, the code official must give written notice to the owner of the  
9 property and the operator of the boarding house, hotel, rooming house, short-term rental,  
10 or bed and breakfast establishment that unless the violations are corrected by an  
11 identified deadline, the license must be suspended.

12 (B) At the end of the time provided for correction of the violation(s), the code official  
13 must re-inspect the location or records of the boarding house, hotel, rooming house,  
14 short-term rental, or bed and breakfast establishment and, if the conditions or practices  
15 have not been corrected, must suspend the license and give written notice to the licensee  
16 that the license has been suspended.

17 (C) On receipt of notice of suspension, the licensee must immediately stop operation of  
18 the boarding house, hotel, rooming house, short-term rental, or bed and breakfast  
19 establishment, and no person may occupy for sleeping or living purposes any rooming  
20 unit therein, except that the code official may allow continued occupancy by the property  
21 owner of a short-term rental use subject to Section 25-2-788 (*Short-Term Rental (Type 1)*  
22 *Regulations*). The notice required by this subsection must be served in accordance with  
23 the notice provisions of applicable law.

24 (D) The code official may immediately suspend a license if the code official  
25 determines that the license was issued in error. A suspension is effective until the code  
26 official determines that the licensee has complied with the requirements of the City Code  
27 or any rule or regulation adopted under this code. The code official must give written  
28 notice to the owner of the property and the operator of the establishment that the license  
29 is suspended.

30 (E) If a short-term rental is the subject of two or more substantiated violations of  
31 applicable law during the license period, the code official may suspend the short-term  
32 rental license. The code official must give notice to the licensee of a notice of intent to  
33 suspend a license issued under this subsection.

34 (F) In determining whether to suspend a license as described in subsection (E), the  
35 code official must consider the frequency of the substantiated violations, whether a  
36 violation was committed intentionally or knowingly, and any other information that

1 demonstrates the degree to which a licensee has endangered public health, safety, or  
2 welfare.

### 3 **1308 APPEALS.**

4 (A) The following actions of the code official may be appealed to the Building and  
5 Standards Commission as provided in this Code: the denial of an application for a license  
6 to operate a boarding house, hotel, rooming house, short-term rental, or bed and breakfast  
7 establishment; the suspension of a license to operate a boarding house, hotel, rooming  
8 house, short-term rental, or bed and breakfast establishment; and the issuance of a notice  
9 that a license to operate a boarding house, hotel, rooming house, short-term rental, or bed  
10 and breakfast establishment will be suspended unless existing conditions or practices are  
11 corrected.

12 (B) An appeal filed under this section must be filed with the code official no later than  
13 the 20th day following the date on which the license was denied or suspended, or notice  
14 of violation was received. The appeal must identify each alleged point of error, facts and  
15 evidence supporting the appeal, reasons why the action of the code official should be set  
16 aside, modified, or reversed, and must be sworn. The appeal must be set for hearing  
17 before the Commission on the next available agenda date following receipt of the appeal  
18 and must be heard following setting on the scheduled agenda if a quorum is present at the  
19 hearing, unless the appellant requests a later date and waives the scheduled hearing.

20 (C) An appeal of under this section does not stay enforcement of license requirements.

### 21 **1309 EXPIRATION.**

22 (A) Each rooming house, boarding house, hotel, motel, or bed and breakfast  
23 establishment license expires at the end of the calendar year for which the license is  
24 issued, unless prior to the end of the calendar year, the license is voided, suspended, or  
25 revoked as provided in this chapter, as provided in another section of City Code, or by  
26 court order, or other operation of law.

27 (B) Each short-term rental establishment license expires one year from the date the  
28 license is issued, unless prior to the end of one year from the date the license is issued,  
29 the license is voided, suspended, or revoked as provided in this chapter, as provided in  
30 another section of City Code, or by court order, or other operation of law.

31 **1310 TRANSFER AND NOTICE ON SALE OF PREMISES.** A license issued under  
32 this chapter is not transferable. Every person holding a license must give written notice to

1 the code official no later than 10 days before the conveyance, transfer, or any other  
2 disposition of the ownership of, interest in, or control of any boarding house, hotel,  
3 rooming house, short-term rental, or bed and breakfast establishment. The notice must  
4 include the name and address of the person succeeding to the ownership or control of the  
5 boarding house, hotel, rooming house, short-term rental, or bed and breakfast  
6 establishment.

7 **1311 DISPLAY.** The license required by this chapter must be displayed at all times in a  
8 conspicuous place designated by the code official within each boarding house, hotel,  
9 rooming house, short-term rental, or bed and breakfast establishment.

10 **PART 2.** This ordinance takes effect on January 1, 2018.

11 **PASSED AND APPROVED**

12  
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14  
15 \_\_\_\_\_, 2017

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§

\_\_\_\_\_  
Steve Adler  
Mayor

16  
17  
18  
19  
20 **APPROVED:** \_\_\_\_\_  
21 Anne L. Morgan  
22 City Attorney

**ATTEST:** \_\_\_\_\_  
Jannette S. Goodall  
City Clerk