



City of Carmel-by-the-Sea
Building Safety Division
Standard Operating Guidance

17-13 Permits by Appointment

Background

The City of Carmel-by-the-Sea has historically offered an option for “Over the counter” permits, which allows the City to issue permits for minor repair or replacement work without plan review. Over the counter permits scope has included items such as: water heater replacements, electrical panel change outs, and re-roofing permits for in-kind materials. Offering this service has allowed the building department staff time to be focused on plans and projects whose scope is larger in scale or more complex, reduced the number of outstanding permits, and allowed expedited issuance for permits with minor scopes. With the increase in staff and process improvement in the Planning & Building department a collaborative effort for permits by appointment is now available to those who are looking for an expedited review on projects that are more detailed than over the counter permits.

Citations

Carmel Municipal Code Title 15

Carmel Municipal Code Title 17

Guidance

In order to provide the highest levels of customer service, save time for applicants and staff, and expedite permit issuance the City will now offer “Permits by Appointment” in addition to over the counter permits. Permits by appointment are intended to offer another level of review on projects that exceed the scope of over the counter permits, but may not require a full plan review.

During the permit appointment process the applicant will meet with a representative from the planning department and from the building department depending on the needs of the project. Both departments will perform a concurrent review on the plans to ensure that design guidelines and building codes are met and adhered to. If both departments are able to approve the permit at the meeting, then it will proceed directly to the issuance process and avoid the plan check review period.

Planning Office Staff will provide information about zoning districts, design review, architectural review, building site approval, permitted uses, setbacks, height limitations, site plan requirements and Planning Office fees.

Building Inspection Office Staff will answer questions about requirements for applications, California Building Code, permits, fees, inspections, plumbing, mechanical and electrical.

A list of projects that are applicable for by appointment review is as follows:

- New detached accessory structures: garages, carport, accessory dwelling units, greenhouse (1 story and less than 500 square feet)
- Interior alteration/repair of minor structural damage
- Minor interior alterations for office (B occupancy) or retail space (M occupancy), with no change in occupancy, exiting or structural systems
- Minor handicapped accessibility upgrades

- Tenant improvement with no change in use
- Non-bearing partitions
- New door or window opening
- Interior revisions to plans/permits that have previously been issued
- Retaining walls that do not exceed 6 feet in height from the lowest measuring point
- New trade work for mechanical and plumbing; interior electrical work only.
- Re-roofing or new roof permits with a change of materials including photovoltaic systems

Exclusions from Permits by Appointment

- No violations or work started prior to permit issuance
- No storage/use of hazardous materials of any amount
- No structures with fire sprinkler systems
- Swimming Pools and Spas
- New buildings on vacant lots
- Exterior remodels of existing buildings

Information you will need before your appointment

Depending on the scope and need of the plan, permit by appointments will be a collaborative effort with both planning and building staff. Staff will review all applicable plans and documents to ensure full compliance with California state building codes and City municipal ordinance and design guidelines. In order to have the most successful and productive meeting the following information will need to be completed and be available at the time of the meeting:

- Permit Application
 - Permit applications can be obtained at the Planning & Building counter or online. A complete application with all information and signatures is required when scheduling an appointment. Three (3) sets of plans and two (2) sets of supporting documents are required for all projects. An additional plan set will be required if approval of external agencies (Fire, CAWD, MPWMD) is necessary. If there are any questions regarding the information that must be provided on your plan sets please see SOG 17-04 “BP Complete Submittal Requirements”.
- Supporting Documents
 - Applicants must ensure all supporting documents relevant to their project are included. Supporting documents include:
 - Structural/Civil calculations if applicable
 - Engineers reports or letter if applicable
 - Construction & Debris management plan
 - Stormwater prevention plan or drainage management
 - Landscape plan and forestry application if necessary
 - Deferred submittal Application for any portion deferred
 - Water management form if there are any changes in plumbing or fixtures
- Payment of Fees
 - Applicants must be prepared to pay all fees related to their project when attending their appointment. Fees charged will include building permit submittal, issuance, and an additional fee for the expedited review of the permit. The applicable fees will be set by the current year fee schedule.

If the application is incomplete or materials are missing, the appointment will be ended and a permit will not be issued. Applicants wishing to continue with the process by appointment will be charged an additional fee for a second meeting.

How to schedule a permit by appointment

Permits by appointment are available to be scheduled Monday – Friday between 9:30 a.m. and 2:30 p.m. Individuals may schedule only one appointment per day for a maximum of one hour per appointment. The Planning and Building department will do our best to accommodate all appointment requests, however, appointments will be scheduled on a first come first serve basis.

In order to schedule your appointment, individuals will call the Permit Technician at (831) 620-2065 and provide the following information:

- Name, phone number, and email of applicant/contact
- Project site address (i.e. Monte Verde 2 SE of 7th or NW Corner of Ocean and Junipero)
- Full scope of proposed project
- Whether the project is for a commercial or residential property