



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

18-09 “Emergency” Work Permit Requirements

Background

The Carmel Building Safety Division understands that emergencies occur and property owners often contract for emergency repairs, clean-up and restoration work outside of regular business hours. The “emergency” nature of the work however, does not eliminate the need for permits for demolition and construction work as required by the Carmel Municipal Code. This SOG is intended to outline the requirements for permitting of this type of “emergency” work.

The California Building Code as adopted by the City of Carmel-by-the-Sea, in Section 105 states “Any owner or owner’s authorized agent who intends to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical, or plumbing system, the installation of which is regulated by this code, or to cause any such work to be performed, shall first make application to the building official and obtain the required permit.”

Carmel Municipal Code Chapter 15.04.100 under section “I” states “Emergency repairs. When equipment or repairs must be performed in an emergency situation as defined in this Title, the permit application shall be submitted to the building official by 10:00 am on the next working business day. Failure to apply timely may result in a Stop Work Order, investigation fee (currently \$500.00), double permit fees, and other penalties as provided by law”.

Definitions

“Emergency repairs” refers to work related to mitigating a serious, unexpected, and often dangerous situation requiring immediate action.

Guidance

The “emergency work” provisions of the code apply to work that due to its emergent nature must begin outside of normal City working hours. Any work contemplated during normal working hours is required to have a permit issued PRIOR to beginning the repair work.

When an emergency occurs outside of normal working hours, the Contractor/Owner conducting the work SHALL either:

1. Leave a voice mail on the City’s inspection line at (831) 620-2010 stating the contractor’s name, contractor’s license #, contractor’s contact phone #, owners name, location of work, and type of emergency work taking place; OR
2. Send an email with the above information to the Building Division’s Permit Technician at scareylang@ci.carmel.ca.us; or the Building Official at dbower@ci.carmel.ca.us

The contractor shall then make an official application for a permit for the work by 10:00 a.m. in the morning of the next working business day at the Community Planning and Building counter in City Hall. Failure to provide the required notification or to apply for a permit by 10:00 a.m. the next working business day as specified will result in further legal action against the contractor and owner as specified in Ch. 15.04.140 including investigation fees, double permit fees, and referral to the CA State Licensing Board.