



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

22-02 Over-the-Counter Permits

Background

The City of Carmel-by-the-Sea endeavors to provide timely plan reviews and permitting services for all classifications of work. In pursuit of this, the City of has historically offered an option for “Over-the-Counter” permits, which allows the City to issue permits for minor work with limited plan review. This SOG provides guidance on the types of permits that can be completed through Over-the-Counter review and how to ensure all applications are submitted with the appropriate supporting documentation.

Citations

Carmel Municipal Code Title 15

Carmel Municipal Code Title 17

Guidance

Over-the-Counter review is an expedited process for minor building permit applications. The goal is to issue a permit within 24 hours of submission, provided all information necessary to the review is submitted. In order to determine what plans and supporting documents are required for your application, view [SOG 17-04 Complete Application Matrix](#). The City of Carmel-by-the-Sea accepts Over-the-Counter permits either in-person from 8:00 a.m. – 4:00 p.m. Monday through Friday or through our web portal located [here](#).

Projects that may be eligible for Over-the-Counter review:

- Residential roofing permits for historic and non-historic residences using in-kind materials
- Residential roofing permits for non-historic residences using a TL or equivalent composition material
- Commercial roofing permits, excluding projects with a TPO material
- Replacements of single-trade systems in kind (i.e. water heaters, electrical panels, furnaces)
- New or replacement of existing low-voltage electrical systems
- Exploratory demolition of residential structures, not to include structural work
- Emergency work to abate active hazards, given the requirements of [SOG 18-09 Emergency Work Permit Requirements](#) are met
- Others deemed minor enough in scope by the Director of Community Planning and Building

Information you will need to submit your Over-the-Counter permit application

The City accepts Over-the-Counter permit applications either in person or online through our [web portal](#). The City will make every effort to review the Over-the-Counter applications within twenty-four hours of submittal. To ensure that the City is able to process these successfully, the following information will need to be submitted:

- Permit Application

Permit applications can be obtained at the Planning & Building counter or online on the Planning & Building webpage [here](#). A complete application with all necessary information and signatures (including property owner) is required when submitting an Over-the-Counter permit application.

- Complete Plans

If required, a full and complete plan set shall be submitted either as a single compressed PDF or on a plan sheet no larger than 11"x17". The plan set should be signed by the designer/architect responsible for the project and include all relevant project information. For a complete list of what is required to be included on the plans, please see [Standard Operating Guidance No. SOG 17-04 - Complete Submittal Requirements](#).

- Supporting Documents

Applicants must ensure all supporting documents relevant to their project are included with Over-the-Counter applications. Supporting documents may include but are not limited to:

- Construction & Debris management plan
- Best Management Practices tracking form
- Roofing spec sheets and color samples
- Hazardous material testing/abatement reports
- Product spec sheets or manufacturer's details

- Payment of Fees

Applicants must be prepared to pay all fees related to their project when submitting their application. The applicable fees are set by the current year fee schedule and can be found [here](#). Applicants may contact the Community Planning & Building department prior to submitting the application to receive an estimate of fees.