



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

## **22-03 Electronic Permit Application Submission**

### **Background**

Carmel-by-the-Sea is encouraging individuals to take advantage of our electronic application process for all types of permits (Building, Planning, Encroachment, Tree, etc.). This process allows applicants to submit applications, plans, and supplemental documents for review in a digital format, saving on duplication cost, transmittal time, and improving record keeping. All plans and permit applications will be reviewed and issued digitally. Once issued, the permit holder will print all job copy stamped plans, documents, and permit forms and make them available on the job site.

### **Guidance**


1. Electronic permit applications may be submitted through the City’s online submission portal:

<https://carmel.portal.iworq.net/portalhome/carmel>



CITY OF CARMEL BY THE SEA, CALIFORNIA  
PO Box CC Carmel, CA, 93921  
(831) 620-2010

**Building Permit Application Submittal**

<p>Click here to apply</p> 	<p>Building Department approval is required before conducting any structural, electrical, mechanical, or plumbing work. In some cases, Planning approval is required before submitting for a building permit. Please use the link below to review our informational handouts and submittal requirements to assist with preparing a complete application:</p> <p style="text-align: center;"><a href="https://ci.carmel.ca.us/post/applications-informational-handouts-o">https://ci.carmel.ca.us/post/applications-informational-handouts-o</a></p> <p>For assistance with submitting a Building Permit Application, please contact the Building Department at (831) 620-2059 or <a href="mailto:building@ci.carmel.ca.us">building@ci.carmel.ca.us</a>.</p>	<p><b>Instructions</b></p> <ol style="list-style-type: none"> <li style="margin-bottom: 10px;"><span style="background-color: #0056b3; color: white; padding: 2px 5px; border-radius: 3px;">1</span> Gather all information before beginning application</li> <li style="margin-bottom: 10px;"><span style="background-color: #0056b3; color: white; padding: 2px 5px; border-radius: 3px;">2</span> Fill out application and upload any additional documents at the bottom of the application</li> <li><span style="background-color: #0056b3; color: white; padding: 2px 5px; border-radius: 3px;">3</span> Submit the application and wait for the City to contact you.</li> </ol>
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2. The electronic review process is available for all permit types (Building, Planning, Encroachment, Trees, etc.). Each permit type has its own application link in the portal. If you are unsure as to the type of permit you are looking to submit, please contact the planning and building department main line at (831) 620-2010.
3. Once the type of permit you are looking to apply for is clear, you may begin the application process by clicking the icon underneath the text “Click here to apply”. This example shows the icon to submit a building permit application.



Click here to apply



- Once you have entered into the permit application form you will then be required to complete a number of fields to complete the application. Your application will be unable to be submitted if required fields are left blank. Each application type varies in the information required, however below are some fields of note.
- Before any permit application can be submitted, a property must be tied to the application. This is done in the upper left-hand corner of the application and is best tied to the application using the assessors' parcel number (APN) in a full twelve-digit number string (no dashes). This number is typically the same as the property tax ID number and may be obtained from the property owner or through our GIS system [here](#). Additionally, you may search by the property owners name or the physical property location. Ensure that the property is selected by clicking on it after inputting the location information to tie it to the application.

## Property Information

Search properties:

✕  

**CITY OF CARMEL BY THE SEA**  
Parcel: 010191006000  
Monte Verde 3 SE of Ocean

- The contractor field is not required to be completed at the time of application submission. However, if one is selected, ensure that it is included in your application submission. The information will be required prior to the permit being issued.
- Ensure that all fields marked as required (noted by a red asterisk) are completed, otherwise the application may be rejected when submitted. Once all fields are complete, ensure that the individual responsible for the application digitally signs the application.

I declare under penalty of perjury that I am authorized by the property owner to submit this application and that the foregoing statements, answers, and all data information, documents and evidence herewith submitted are, to the best of my knowledge and belief, true and correct.

\* Applicant E-Signature:

Secondary Applicant E-Signature:

- Prior to submitting the permit application, you will be provided with the opportunity to upload related files. You are allowed to attach as many items as needed to the permit provided that no single item exceeds 25MB in size. Large plan files should be compressed in order to reach this file limit. If compressed plans exceed this size, please contact the building department for additional information on how to submit these plans.

### Upload Files:

Files  No file chosen

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- Once you have submitted your electronic permit application you will be directed to the “Permit View” screen that allows you to review the information submitted. You will also find the project number assigned to your application. If there are any errors or inconsistencies in the application submitted please contact the building department via email at [building@ci.carmel.ca.us](mailto:building@ci.carmel.ca.us) or at (831) 620-2059

Permit #220106


### Permit Information:

Permit Date:	03/15/2022
Permit Type:	Building
Permit Identifier:	
Status:	In Review
ADU:	No
Occupancy Change:	No
Occupancy Type:	B-Business
Division:	1
Owner Name:	TEST
Date Submitted:	

10. When your application is submitted, staff is immediately notified and the materials will be processed within one business day. Staff will ensure that all required information is included, and if it was not, will then contact you directly. All required materials must be received before the application can be moved along for formal review by the appropriate department(s).
11. Once all required information is received, the appropriate plan check fees will be charged, and the application moved along for formal review. You will receive a routing form which outlines the departments reviewing the project, and provides a summary of the fees.
12. If at any time you would like to review your project status, you can use the 'Permit Search Tool' located on the same page as the application submittal. Just like with submissions, each type of permit has its own search tool (Building, Planning, Encroachment, Trees, etc.).

**Permit Search**

Click here to find your permit



This is a building permit search tool. Use this search to find your permit and upload additional files, request inspections, pay fees, and print the permit once it has been approved.

Instructions

1 Search by Permit #, or Parcel #

13. Once your application is fully submitted, and the fees are paid, you will be contacted by the appropriate department for further information.