

Permit Process for Reroof Applications Information Sheet



Do I need a Planning Permit, Building Permit, or both for a reroofing project?

Often a Planning Permit is needed before the Building Permit can be issued. Carmel-by-the-Sea has strict Design Guidelines and regulations for review of reroofing projects. Below is a summary of the permitting requirements for most types of reroofing projects.

Reroofing Permit Process: Single-Family Resid. Buildings

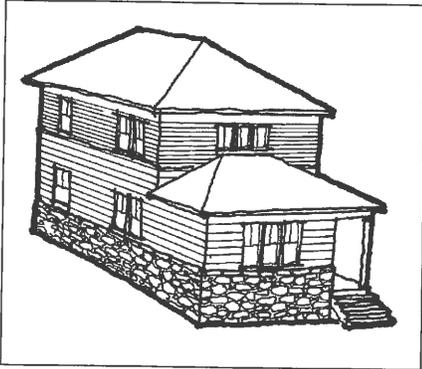
Like for like reroofs		
Wood to wood	Just Building Permit, no planner review	
Slate to slate Tile to tile Tar & Gravel to Tar & Gravel And other natural materials	Usually just Building Permit, however needs planning review. Applicant includes with Building Permit application photos of existing house (from street) and roof, as well as color and material samples for proposed roof.	
Comp to comp	Usually just Building Permit, however needs planning review. Applicant includes with BP appl. photos of existing house (from street) and roof, as well as color and material samples for proposed roof. Senior Planner or Director to determine if comp is acceptable and if prior comp roof received proper Planning Review. If not, a Track 1 DS (with or without PC referral) may be required.	
Reroofs with change in material		
Wood to comp	Design Study Track 1 with Planning Commission referral required (currently)	Acceptable non-wood options being developed Planning Commission Roofing Subcommittee
Wood to approved non-wood	Design Study Track 1 (staff level)	Acceptable non-wood options being developed Planning Commission Roofing Subcommittee
Wood to non-approved non-wood	Design Study Track 1 (staff level)	

Reroofs with change in material (continued)		
Metal Roof requests	Design Study Track 1 with Planning Commission referral required	Water catchment system encouraged (except non-Copper roofs)
Tar and gravel to TPO or similar	Typically not allowed. Track 1 Design Study required; may require PC referral.	See Residential Design Guidelines Section 9.8.
Roof Repairs (<25% roof coverage and < 200 sq ft)		
Like for Like	No Building Permit required, however needs planning review. Applicant provides photos of existing house (from street) and roof.	Green Notice of Authorized Work still issued and must be posted.
Change in Materials – but new material is natural	No Building Permit required, however needs planning review. Applicant provides photos of existing house (from street) and roof, as well as color and material samples for proposed roof.	Green Notice of Authorized Work still issued and must be posted.
Change in Materials – but new material is TPO or other non-natural material	Typically not allowed. Track 1 Design Study required; may require PC referral.	See Residential Design Guidelines Section 9.8.

Reroofing Permit Process for Commercial and Multi-Family Buildings

Like for like reroofs		
All materials except comp shingles	Just Building Permit, no planner review	
Comp to comp	Design Review Track 1 with Planning Commission referral required	
Reroofs with change in material		
All new or changed roof material	Design Review Track 1 with or without Planning Commission referral. Senior Planner or Director to determine if PC referral is necessary once complete application is submitted.	

For more information on acceptable roofing materials for residential projects refer to the City's Residential Design Guidelines Section 9.8 (attached).



9.8 Roof materials should be consistent with the architectural style of the building and with the context of the neighborhood.

- Wood shingles and shakes are preferred materials for most types of architecture typical of Carmel (i.e., Arts and Crafts, English Revival and Tudor Revival).
- Clay tile, slate and concrete tile may be considered appropriate on some structures (i.e., Spanish and Italian Revival, Monterey Colonial, French Revival, etc.).
- Composition shingles that convey a color and texture similar to that of wood shingles may be considered on some architectural styles characteristic of more recent eras.
- Metal, plastic and glass roofs are inappropriate in all neighborhoods.

