



City of Carmel – Standard Plan Notes

The use of standard (template) plan notes on submittal documents is a common practice in the design community. While they save time and expense, they are also frequently identified as points of correction during the plan review process. This Job Aid provides guidance on common issues related to standard plan notes found during the plan review process. It's intended to improve the completeness of initial plan submittals and to reduce review times and requested corrections.

The following standard plan notes reflect City of Carmel-by-the-Sea requirements and should be included on the plans as appropriate for the project as described.

1. **For projects involving creation or expansion of a building footprint:** “A state licensed surveyor shall certify in writing that the footings/foundation are located in accordance with the approved plans prior to the footing/foundation inspection. Certification shall be provided to the inspector at the time of the referenced inspections.”
2. **For projects involving construction of a new or remodeled roof structure:** A state licensed surveyor shall certify the roof height is in accordance with the approved plans prior to roof sheathing inspection. Certification shall be provided to the inspector at the time of the referenced inspections.”
3. **For projects that involve any type of excavation, grading, or other earth moving operations:** “Contractor shall obtain an 8-1-1/Dig Alert ticket prior to permit issuance and shall maintain the ticket in active status throughout the project. Ticket shall be kept on site for inspector reference.”
4. **For projects that involve any type of soil compaction operations:** “To minimize off-site vibration and damage to nearby properties, contractor shall utilize the smallest feasible compaction equipment capable of achieving the desired compaction level. Contractor is responsible for any and all off-site damage and shall repair any damage in a timely manner prior to issuance of a Certificate of Occupancy for the project.”
5. **For projects involving changes in plumbing fixtures:** The CA Green Building Standards Code (CGBSC) prescribes maximum plumbing fixture flow rates which are required to be referenced on the plans. These rates changed in 2018, however designers frequently use outdated notes referencing non-compliant flow rates. “Plumbing fixtures shall comply with Section 4.303 of the CGBSC as follows:
 - a. Water closets: 1.28 gallons per flush (GPF). Tank type water closets shall be EPA Watersense certified.
 - b. Urinals: Wall mounted - 0.125 gpf; all others – 0.5 gpf.

- c. Shower heads: 1.8 gallons per minute (GPM) at 80 psi; multiple shower heads in a single shower enclosure (including handheld) – 1.8 gpm cumulative total with both heads flowing. Shower heads shall be EPA Watersense certified.
 - d. Res. lavatory faucets: 1.2 gpm at 60 psf. (min. 0.8 gpm @ 20 psi)
 - e. Faucets in common/public use areas: 0.5 gpm @ 60 psi
 - f. Kitchen faucets: 1.8 gpm at 60 psi.”
6. **For projects located in the VHFHSZ:** “This project is located in the City’s VHFHSZ and shall comply with CBC Ch. 7A”. Include architectural details and material specifications on the plans demonstrating how the requirements of Ch. 7A will be met.
7. **For projects involving new roofing or replacement of more than 25% of existing roof covering materials.** The City has adopted a requirement for Class A fire resistant roofing systems throughout the City. “Roofing system shall be installed to provide a Class A fire resistance rating”. Include in the submittals the manufacturer’s cut sheets and specifications on the roofing materials and details of the systems installation to achieve the required rating (i.e. Class B fire retardant wood shakes and tile roof systems with openings require fire resistant underlayment or cap sheets between roof sheathing and the roof covering material).

Notes to use with caution:

Standard plan notes referencing the requirements of CalFire’s State Response Area (commonly titled “Fire Department Notes”) are frequently added to plans for projects in Carmel-by-the-Sea. These include requirements for addressing, fire access roads, sprinkler systems, fire alarm systems, and vegetation management for defensible space. The City is not within CalFire’s jurisdiction and enforces the requirements of the California Building Standards Code as adopted in the Carmel Municipal Code.

While the City has adopted CBC Ch. 7A, *Materials and Construction Methods for Exterior Wildfire Protection*, and enforces these requirements in the City’s Very High Fire Hazard Severity Zone (VHFHSZ- primarily the north and east sides of the City), the City has not adopted all of the CalFire requirements. Including them on the plans effectively makes them requirements for the project (as allowed by local regulations). It’s recommended that only standard notes for sprinkler systems and their electronic monitoring be included in the plans unless an extra level of protection is proposed.