



City of Carmel-by-the-Sea
Community Planning and Building Department
Residential & Commercial Re-Roofs

Do I need a permit to replace the roof on my property?

Yes. All re-roof applications require approval of a [Building Permit](#) issued by the Building Division prior to the commencement of work. In addition to the Building Permit, review by the Planning Division ***may*** be required depending on the scope of work proposed.

What is required to submit for a building permit?

In addition to completing the building permit application form, there a number of items needed to facilitate the review of the building permit. Submit the following items along with the permit application in all instances.

- A current photograph of the existing roof showing the material and color.
- A product brochure or sample specifying the product line to be used in addition to the color.
- A completed [Owner Affidavit Form](#) signed and executed by the property owner.
- An affidavit of self-certification of smoke detector/CO detector installation is required to be submitted prior to the final inspection.
- Commercial projects are required to comply with Monterey Bay Air Resource District standards for [asbestos testing and reporting](#).
- Commercial projects ***may*** require a roof plan/diagram at the discretion of the reviewing individual.

What is required to final a building permit?

At the time of final inspection the following items shall be provided to the building inspector:

- An [affidavit of self-certification of installation of smoke/carbon monoxide alarms](#) is required for all residential projects.
- A product tag for the roofing material demonstrating that that the approved roofing material and color were installed.

Are there restrictions on roofing materials?

Yes. The Design Guidelines and Planning Commission both set policy and direction for what is allowable to be installed in the City. The following regulations are currently in place regarding roofing materials.

- All roof installations are required to meet the requirement of a class “A” fire retardant assembly.
- Roof materials for asphalt composition roofs are required to be either a tri-laminate (TL) or other similar line of sufficient

- Roof materials are required to be an earth-tone color, which excludes flat black or white roof colors.
- **Copper has been locally banned as a water conveying feature, meaning that new gutters and downspouts cannot be copper. However, copper can continue to be utilized in flashing materials.**

What type of review is required?

The level of review will depend on the scope of work proposed (refer to tables below). If only a Building Permit is required, the permit is reviewed and approved by the Building Division. If [Planning Review](#) is required, the re-roof is subject to a [Design Study Application](#) to ensure compliance with the Design Guidelines. If a re-roof involves a historic resource and is a change in material, the project is subject to review by the Historic Resources Board. All applications including a change in roof material and/or form will be reviewed by the Planning Division to determine whether the property is eligible for the City’s Historic Inventory; an additional application for a Historic Evaluation may be required. Please refer to the tables below for general guidelines regarding the review process.

| Building Permit Only | |
|-------------------------|---|
| Building Type | Criteria |
| Historic Residences | Like-for-Like (in-kind replacement) |
| Non-Historic Residences | Like-for-Like (in-kind replacement); Composition Shingle to Wood Shake; Wood Shake to Composition Shingle (Triple Layer required to simulate a wood shake appearance) |

| Planning Review Required | |
|--------------------------|---|
| Building Type | Criteria |
| Historic Residences | Any change in roof material or roof form will require approval from the Historic Resources Board. |
| Non-Historic Residences* | Changes in roof material (clay tile to composition shingle; composition shingle to metal; tar and gravel to TPO; etc). While most applications can be reviewed at the staff level, an application may be referred to the Planning Commission for consideration if the materials are inconsistent with the Residential Design Guidelines and/or may impact adjacent properties (ex: glare from a metal roof). <i>CMC 17.52.030 (Duties and Powers of the Director), Subsection L.</i> |

*An application for a Historic Evaluation may be required prior to approval of the Design Study for a change in roof materials. *CMC 17.32.050 (Alteration of Property)*

**For additional information on re-roof applications,
please contact the Community Planning and Building Department at (831) 620-2010.**