



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

## **17-02 Business License Inspections**

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### **Background**

The City of Carmel requires a business license for establishments doing business in the City. When the business has a fixed place of business (i.e. store front, office space, stand-alone building) a Certificate of Occupancy (CO) issued by the City building official is required prior to opening. The building official has determined that an inspection of the premises confirming conformance with Municipal Code requirements is required.

### **Citations**

Carmel Municipal Code Sec. 5.04.040

Carmel Municipal Code Sec 15.08.050

CA Building Code Sec. 111

CA Fire Code Sec. 102.3

### **Guidance**

Business license applications are received by the City's Community Planning and Building Department (CPB). Upon payment of fees to the CPB Administrative Coordinator processes the application and routes it to the Planning and Building Safety Divisions for review and approval. Upon approval by CPB, the application is forwarded to the Administrative Services Department for issuance. Applicants are responsible for contacting the Building Safety Division to schedule their inspection and are notified of this requirement at multiple times during the application process.

Business license applications forwarded to the Building Safety Division are received by the building official who reviews the application and assigns the CO inspection to the code enforcement officer (CEO) for follow-up. Upon receipt of the application, the CEO will attempt to contact the applicant to schedule the inspection within 5 working days (if the applicant has not already scheduled the inspection). A second attempt will be made approximately 5 working days after the first if the inspection has not been scheduled. The CEO will document the date and time of these contacts in the departments permit tracking database (IWORQ). If the CEO is unable to reach the applicant and the inspection has not been scheduled within 5 working days of the second attempt, the CEO will notify the planner assigned to the license application of the lack of inspection and will coordinate with the planner to provide written notice of the requirement for the inspection, and the potential for license denial and enforcement action if the CO is not approved within a time period established by the CEO and Planner.

The CEO will conduct an inspection of the premises when scheduled, documenting the inspection results on a form developed for the purpose. If no corrections are identified during the inspection, the CEO will notify the building official that the inspection has been passed. The building official will generate a Certificate of Occupancy and the business owner will be notified that it is available for pick-up at the Community Planning and Building Department counter. A copy of the Certificate of Occupancy will be placed in the parcel file in IWORQ and a notification of issuance and approval of the license will be

provided to the Administrative Services Department. Upon approval by all relevant departments, the Administrative Services Department will issue the business license.

If corrections are identified during the inspection, they will be listed on a Building Safety Division *“Correction Notice”* and a copy of that notice will be provided to the business owner to allow them to make the required corrections. The CEO will determine, based on the corrections required, whether the corrections must be completed prior to opening or prior to issuance of the Certificate of Occupancy. When the business is allowed to open/remain open pending issuance of the Certificate of Occupancy, the CEO will establish a reinspection date agreeable to all parties. When all corrections are completed, the CEO will notify the building official and a CO will be issued. If corrections are not completed within the agreed to time frame, the CEO will take the necessary steps to gain compliance in accordance with the remedies provided under the Carmel Municipal Code.