



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

## 17-04 Complete Submittal Requirements

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### Background

The City of Carmel requires a permit for the erection, construction, enlargement, alteration, repair, movement, removal, improvement, conversion, remodeling and/or demolition of any building or to do any grading of 50 cubic yards or more of earth. Applications for such work are required to be submitted for review and approval prior to permit issuance.

In an effort to expedite the plan review and permitting process, the building official has determined that all plans submitted for building permits from the Building Safety Division shall be generally complete prior to the application being accepted for review. This Standard Operating Guidance provides a checklist that will be used by Division staff to determine completeness at the time of submittal. While not all items are applicable to all projects, the staff will determine, based on the submittal documents and interview with the applicant, whether the plans are generally complete and acceptable for review.

**Applications deemed incomplete will not be accepted for review.**

### Citations

Carmel Municipal Code Sec. 15.04.070  
Carmel Municipal Code Sec. 15.08.010  
2019 CA Building Code (CBC) Sec. 107  
2019 CA Residential Code (CRC) Sec. R106

### Guidance

The following items, depending on the actual project, must be provided to the Building Safety Division at the time of plan check submittal.

#### Submittals Must Include:

- A completed building permit application
- A completed Construction and Demolition Debris Management Plan
- A completed Deferred Submittal Agreement listing all work for which deferred submittal status is requested
- A completed BMP Implementation Tracking Form (single-family home projects only)  
Where code citations are used to reference requirements of the codes enumerated in Title 24, California Code of Regulations (CBC, CRC, CFC, CMC, CPC, CGBSC, CEnC, CEC)

#### Plans Must Include

- A Cover Sheet containing all of the following information.
  - Complete CBC Design Criteria including floor and roof design loads;
  - CBC Occupancy Classification including Group and Division;
  - Statement of Special Inspections, Observations, and Tests:  
Plan index of all sheets included in the plan set;

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- Designers name, address, and contact information;
- Designers stamp/seal and signature (for work done by registered design professionals).
- Owners name, address and contact information
- Indicate if the structure has, or will have, fire sprinklers. Include wall calculations demonstrating whether sprinklers must be added for remodel/addition projects
- CBC Sec. 506 Allowable area calculations (Commercial projects only)
- Zoning, setbacks, buildable area, and building heights
- A sheet containing all Design Study Conditions of Approval
- A complete site plan showing all property lines and buildings on, and adjacent to the subject parcel
- Demolition plan, as applicable to additions or remodels. For complete demolition a separate demolition permit is required.
- Foundation plan including structural details, reinforcement schedules, hold-down locations, and specifications on concrete strength, design mix, and installation requirements
- Floor framing plan. Required for all projects involving new or structural modifications to floor systems
- Building sections including all construction details and shear transfer elements
- Door and window schedules including U-factors, fire ratings, and call-outs for egress windows and safety glazing
- Structural Plans, calculations, specifications, truss plans (three complete sets), as applicable
- Geotechnical Report, Two copies of the report and two copies of the letter from the geotechnical engineer stating that they have reviewed the project plans and have found that the recommendations from the Geotechnical Report have been properly incorporated into the project plans.
- Waterproofing plans when basements are proposed.
- Title 24 Energy Calculations with all required features called out on the plans
- California Green Building Code Mandatory Measures

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- Electrical Plans: switches, plugs, lights, fixture and equipment locations and layouts. Wire size, conduit size, panel calculations, single line drawing service and feeders are required for commercial projects and maybe be required for complex residential projects. (See "Deferred Submittal and Permit Guidelines" for services over 600 amps which applies to residential work).

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- Mechanical Plans: layouts must include equipment locations, duct sizing, register size and locations, combustion air, radiant heating boiler locations, tubing sizing and layout, etc.

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- Plumbing Plans: fixture layout, water, DWV and gas pipe sizing. (See "Deferred Submittal and Permit Guidelines" for Gas Pipe Sizing), Water supply pipe material and size, drainage waste & vent pipe material and size, isometric drawings are required for Commercial and are generally required for complex residential projects.