



**City of Carmel-by-the-Sea
Building Safety Division**

Complete Application Matrix/Checklist

The City of Carmel-by-the-Sea, Building Safety Division, endeavors to provide timely, thorough, and professional plan reviews and permit approvals. An essential element of our success in achieving that goal is receiving complete, legible, and well-organized submittal documents and applications. To assist our customers in preparing permit submittals that are complete and ready for review, the Division has developed the following matrix/checklist describing what materials and documents are required to provide a complete, review-ready application.

The matrix identifies general project types across the top, and lists the typical types of plans, specifications, calculations, reviews, approvals, or other agency permits required in the two left hand columns. To use the matrix, find the description that best corresponds with your proposed project in the top row (vertical cells). The shaded boxes in the column below your project type indicates what plans, specifications, calculations, and other associated permits and approvals are required for your project (as described in the two left hand columns). Numbers in the boxes refer to the Matrix Notes that clarify required submittals. If a shaded box has no number, it is a generally required element of the complete permit application and should be included in your submittals.

Matrix notes are provided immediately after the matrix. General notes, which describe the information requested for each row, follow the matrix notes.

When a permit or approval is required by another agency, the general note referencing that line item provides the contact information for the agency responsible for that permit or approval. Please contact the agency directly to determine their permit processes, submittal requirements, or further information on the referenced approvals.

This matrix is provided as an aid to preparing your permit application package. No matrix can cover all types of projects and the many sub-permits that are often required to complete a project (i.e. plumbing, electrical, mechanical, fire systems, etc.). Complete application information for the sub-permits issued by the Building Safety Division is available to assist with preparing those submittal documents and can be obtained from the Permit Center Counter or the Community Planning and Building Safety Department web site.

Columns to the right describe project types Rows describe project-specific required application materials Green boxes under your project type indicate required materials for your application. Numbers in green boxes refer to matrix notes for more information.		New				Alterations														
		Commercial Construction	Single Family Residence	Detached Garage	Access. Dwelling Unit	Additions				Interior Work			Misc.							
						Horizontal Addition	Vertical Addition	Deck	Facade Work	Com. Tenant Improvement	Res. Interior Remodel	Change in use or occupancy	Sign, Awnings Canopies	Retaining Walls	Driveways, Patios	Demolition	Repair Work			
General	Complete Application Form																			
	Plan Cover Sheet																			
	Deferred Submittal Agreement	1	1	1	1	1	1			1	1									
	Title 24 Compliance Forms																			
	Cal Green Compliance Forms																			
	Construction/Demolition Waste Mgt. Plan																			
	Design Study Approval Conditions in Plans																			
	BMP Tracking Form																			
	On-Site Landscaping Plan				2										2	2				
	Traffic Control Plan	3	3	3	3	3	3								3	3	3			
	Tree Protection Plan/Permit	4				4	5								4	4	4	4		
	School District Fees		5			5	5													
	Monterey Pen. Water Mgt. District Approval		6			6	6			6	6									
Carmel Area Wastewater District Approval		7			7	7			7	7										
Civil Plans	Plans Stamped and Signed																			
	North Arrow and Scale																			
	Title Block																			
	Lot Lines and Rights-of-Way							8					8							
	Locations of Structures on Site																			
	Locations of Structures on Adjacent Lots								9				9							
	Locations of Utility Poles, Pedestals, Vaults, etc.																			
	Locations of Driveways							10					10							
	Erosion/Drainage Control Plan / BMP's																			
	Final Grading/Drainage Plan					11	11								11	11				
Architectural Plans	Water Quality Mitigation Plan			12	12	12														
	Runoff Control Plan			13	13	13														
	Plans Stamped and Signed																			
	All Code Citations Up-to-Date																			
	Floor Plans (all floors)					14				14	14	14								
	Floor Plan (affected floors)																			
	Exterior Elevations																			
	Building Cross-Sections																			
	Architectural Construction Details																			
	Window/Door Schedules																			
Structural Plans	Demolition Plan					15			15	15	15	15								
	Roof/Footing Drainage Plan																			
	Plans Stamped and Signed																			
	Structural Design Parameters on Plans																			
	All Code Citations Up-to-Date																			
	Special Inspection/Testing/Observation Schedule																			
	Footing/Foundation Plan																			
	Floor Framing Plan																			
	Wall/Shear Wall Framing Plan																			
	Shear Wall Schedule																			
Roof Framing Plan																				
Structural Details																				
Structural Calculations																				
Material Specifications/ Cut- Sheets																				
Geotechnical Report																				
Geotechnical Engineers Plan Approval Letter																				

***** The matrix provides guidance on the information required to be submitted as part of a complete application submittal. Not every project will require every specified item. For detailed, project specific information contact the building official at 620-2022 prior to submitting your application. Incomplete applications will not be accepted.**

Matrix Notes

1. Required when deferred submittal is requested for plans, specifications, or calculations related to one or more sub-permits related to the project. Deferred submittal status must be approved by the building official and all deferred submittals shall be reviewed and approved prior to beginning the deferred work. Unauthorized work performed on deferred submittal elements prior to approval of the submittals will result in a Stop Work Order issuing for the unauthorized work.
2. Required when the project involves the installation or modification of on- and/or off-site landscaping.
3. Required when the project involves encroachments into the public right-of-way, haul routes, roadway work, or obstructions to traffic flows.
4. Required for exterior repair work only.
5. Carmel Unified School District fees are applied to all RESIDENTIAL construction with over 500 square feet of new building area.
6. Monterey Peninsula Water Management District approval is required for all projects involving the installation or modification of the buildings water supply system including the addition or replacement of plumbing fixtures.
7. Carmel Area Wastewater District Approval is required for all projects installing or connecting to a sewer lateral served by the District.
8. Required for any structure within 10' of any property line, easement, or right-of-way.
9. Required for any structure within 10' of any property line, easement, or right-of-way.
10. Required for any structure within 25 feet of a driveway or other vehicle access point to the public way.
11. See general note Civil – 24 for details on when a plan is required.
12. See general note Civil – 25 for details on when a plan is required.
13. Required for all projects required to prepare an erosion and drainage control plan.
14. Required for all projects resulting in a change in use or occupancy, or affecting structural systems or fire-rated construction supporting floors above or below the project floor.
15. Required for all projects involving the demolition of structural or non-structural walls, floor/ceiling and roof/ceiling assemblies.

General Notes

General Section (Applicable to all plans as noted)

1. **Complete Application Form** – An accurately completed application form is required for ALL projects submitted for permitting. Empty fields or incorrect information will result in the application being rejected as incomplete.
2. **Plan Cover Sheet** – Include references to applicable codes and their editions, description of proposed work, Occupancy Group and Construction Type, Gross floor areas (existing and proposed), building height (existing and proposed), lot coverage calculations, symbol legend, sprinkler/fire alarm systems proposed, and sheet index.
3. **Deferred Submittal Agreement** – This form is required whenever plans for project elements (i.e. plumbing, electrical, mechanical, and fire protection systems; engineered truss plans and calculations; and other bidder-designed systems are not submitted at the time of building permit application.
4. **Title 24 Compliance Forms** – Energy code compliance forms are required on one or more sheets (as necessary) in the plans submitted for building permit review. Plans must conform with the information on the forms.
5. **CalGreen Compliance Forms** – The California Green Building Standards Code Checklist is required to be provided on one or more sheets (as necessary) in the plans submitted for building permit review. Plans must conform with the information on the forms.
6. **Construction/Demolition Waste Management Plan**– A Construction and Demolition (C&D) Debris Management Plan is required for all projects creating construction/demolition debris. A template is available at the permit counter.
7. **Design Study Approval Conditions in Plans** – Where a Design Study has been conducted by the Planning Division, the signed Conditions of Approval issued by the Planning Division are required to be provided on one or more sheets (as necessary) in the plans submitted for building permit review. Plans must conform to the conditions specified in the Design Study Approval.

8. **Best Management Practices (BMP) Tracking Form** – BMPs for environmental protection (e.g. erosion and storm water control practices, hazardous waste disposal, site dewatering, materials storage, etc.) to be implemented during construction are required to be provided on one or more sheets (as necessary) in the plans submitted for building permit review. A BMP Tracking Form shall be submitted for all projects that increase the square footage of impervious areas (buildings, non-permeable pavement and hardscapes) on the project site. *(For more information contact Agnes Topp, Environmental Compliance Manager at 831-620-2078)*
9. **Landscaping Plan** – Show the locations and types of all significant vegetation, hardscaped and softscaped areas, landscape lighting, irrigation systems, water features, fireplaces, etc.
10. **Traffic Control Plan** – Prepare Traffic Control Plans in accordance with the Traffic Control Plan handout available at the permit counter. *For more information contact Bob Harary, Public Works Director at*
11. **Tree Permit** – A tree permit is required for all tree pruning and tree removal associated with a construction project. *For more information contact the Assistant City Forester Matthew Feisthamel at 831-620-2071*
12. **Carmel Unified School District Fees** – School district fees are required for all new residential construction and residential additions of 500 square feet or more. *For more information contact the Carmel Unified School District at 831- 624-1546*
13. **Monterey Peninsula Water Management District Approval** – Water District approval is required for all new habitable structures, and additions creating additional water use. *For more information contact the MPWMD at 831-658-5601.*
14. **Carmel Area Wastewater District Approval** – Wastewater District Approval is required for all projects involving new construction and/or projects resulting in alteration or installation of a sewer lateral, cleanout, and/or sewer main. *For more information contact CAWD at 831-624-1248.*

Civil Plans Section (Applicable to all plans involving new construction, building expansions, grading/drainage work or landscaping)

15. **Plans stamped and signed** – All plans prepared by a licensed surveyor, engineer, or architect are required by state law to bear the stamp and signature of the licensed design professional preparing the plans. Plans prepared by unlicensed individuals must bear the preparers name and contact information on the documents.
16. **North arrow and scale** – Plans must have a North arrow and be drawn to scale with the scale noted on the plans. The scale must be large enough to allow the plans to be clearly legible.
17. **Title Block** – The title block must have the title of the sheet, sheet number, address of the property, project name, owner's name, designer's name and contact information, drawing date and revision number (as applicable).
18. **Lot lines and Rights-of-Way** – Show the locations of all lot lines and the names and locations of all easements and Rights-of-Way on and adjacent to the parcel on which the work will occur.
19. **Location of structures on site** – Show the location(s) of all existing and proposed structures (including fences, retaining walls, sheds, and other buildings) on the subject parcel.
20. **Location of structures on adjacent lots** – Show the locations of structures on adjacent lots having walls within 6 feet of the property line.
21. **Locations of utility poles, pedestals, and vaults** – Show the locations of utility poles, pedestals, vaults, manholes, and similar infrastructure on and adjacent to the subject parcel.
22. **Locations of driveways** – Show the locations of all driveways and curb cuts.
23. **Erosion/Drainage Control Plan** – Projects involving an increase in impervious site coverage by over 5% of the site's area; grading that will modify site drainage patterns; and/or construction of a new building shall submit a Site Erosion and Drainage Control Plan. The Plan shall include a site-specific erosion control plan that includes controls on grading (i.e. timing and amounts), best management practices for staging, storage, and disposal of construction materials, specifications of sedimentation basins, and landscaping/re-vegetation of graded or disturbed areas.
24. **Final Grading and Drainage Plan** – Provide a plan showing the final, lot contours and storm water management systems, (i.e. swales, catch basins, connections to public storm drain systems, energy dissipaters, receptors for roof and footing drains, etc.) as described in the Design Study Conditions of Approval.
25. **Water Quality Mitigation Plan (WQMP)** – A Water Quality Mitigation Plan is required – for all commercial development projects and for residential projects creating over 15,000 sf of impervious area. The WQMP details the design, associated runoff calculations, and maintenance of water quality BMP's that will need to be included in the project.

26. **Runoff Control Plan** – Projects requiring an Erosion and Drainage Control Plan shall also provide a site specific polluted runoff control plan that demonstrates how runoff will be diverted from impermeable surfaces into permeable areas of the property in a non-erosive manner and filter and infiltrate storm water prior to conveyance off-site.

Architectural Plans

1. **Plans stamped and signed** – All plans prepared by a licensed surveyor, engineer, or architect are required by state law to bear the stamp and signature of the licensed design professional responsible for preparing the plans. Plans prepared by unlicensed designers/drafters must bear the preparer's name and contact information on the documents.
2. **Code citations Up-to-Date** – Where the plans reference specific code sections for directions on executing work, all code citations shall accurately reflect the current edition of the applicable code, and shall accurately cite the specific section of the current code edition.
3. **Floor Plans (all floors)** – Provide the floor plans of all floors in the building including the uses of all rooms and spaces.
4. **Floor Plans (affected floors)** – Provide the floor plans (existing and proposed) for all floors affected by the construction work. Include plans for the adjacent floors where work will occur in mixed-use, assembly, and institutional occupancies.
5. **Exterior elevations** – Show exterior elevation views of the proposed finished structure from all sides. Include descriptive titles for each view (e.g. "west elevation", "front elevation", etc.). Include roof peak and floor level heights above grade.
6. **Building cross-sections** – Provide cross-section views of the structure from foundation through the roof including walls, beams, joists, stairways, chases, and other significant features. Label rooms and spaces, including basements and crawl spaces. Reference the locations of section views on the floor plans.
7. **Architectural construction details** – Provide specific details on all architectural elements including stairway and chase construction; fire wall construction; fire blocking; draft stopping; guards and handrails; water proofing and flashing details; door and window details; roof, wall, and floor coverings; shower pan construction; roof and wall insulation, etc.
8. **Window/door schedules** – Provide the dimensions, descriptions, glazing type, operability, and hardware types for each door/window type, and identify all windows required to be sized for emergency egress. Key the schedules to the floor plans and assure the door swing is shown on the floor plans.
9. **Demolition plan** – Show the locations of all existing building features to be removed during the project. For minor interior demolition, features to be removed may be shown on the proposed floor plan provided the demolition work is clearly differentiated from the proposed construction.
10. **Roof/footing drainage plan** – Provide a plan showing how roof and footing drainage will be collected and transported to an approved receptor as shown in the Final Grading and Drainage Plan.

Structural Plans

1. **Plans stamped and signed** - All plans prepared by a licensed surveyor, engineer, or architect are required by state law to bear the stamp and signature of the licensed design professional responsible for preparing the plans.
2. **Structural design parameters on plans** – Provide all code-related design parameters including seismic, wind speed/exposure, and live and dead loads, etc.
3. **Code citations Up-to-Date** – Where the plans reference specific code sections for directions on executing work, all code citations shall accurately reflect the current edition of the applicable code, and shall accurately cite the specific section of the current code edition.
4. **Special Inspection/testing/observation schedule (CA Building Code Ch. 17)** – Provide a Schedule of Special Inspections, Tests, and Observations required in accordance with CBC Ch. 17. Include all observations recommended/required by the Geotechnical Report; special inspection of structural epoxies and wind/seismic restraint systems; concrete/grout tests and placement observations; welding operations, etc.
5. **Footing/foundation plan** – Show the layout of the footings/foundation systems including piers. Include details of depth, width, thickness, reinforcement, materials, concrete mix design/grout placement, anchor bolts, hold downs, post bases and similar structural hardware/connectors, etc.
6. **Floor framing plans** – Provide plans for the construction of all floor assemblies. Include materials specifications, sill, beam/post/girder specifications, joist spacing, truss calculations, fastener schedules, framing of openings, blocking,

bridging, hardware connectors, etc. Assure the plans identify point loads imposed on the floor system(s) and their support from top floor / roof through the foundation.

7. **Wall/shear wall framing plans** - Provide details of wall construction including materials specifications, wall sheathing, fastener schedules, framing of openings, beam and header sizes/specifications, blocking, and connection of wall to floor/ceiling/foundation elements, etc. Include the locations, lengths, and construction details for all shear walls including hold down, strapping, and other connector requirements.
8. **Shear wall schedule** – Where shear walls are specified in the plans, provide a shear wall schedule listing fastening schedules, hold-down specifications, anchor bolt requirements, wall panel length, etc.
9. **Roof framing plan** – Provide details of wall construction including material specifications, wall sheathing layup and fastener schedules, framing of openings, beam and header sizes/specifications, connection of wall to floor/ceiling/foundation elements, truss plans and specifications, etc. shall be provided in the plans.
10. **Structural details** – Provide details of the construction of critical structural elements including footing/foundation reinforcement; connections of new to existing structural elements; connections of load bearing members and assemblies to surrounding framing and foundation elements (load path details); specifications and installation of structural hardware/connectors, etc. Where manufactured assemblies (e.g. Strong Walls, HFX Panels, etc.) are proposed, include manufacturers cut sheets and specifications, and include their installation in the list of Special Inspections and Tests.
11. **Structural calculations** – Provide structural calculations for all load bearing components including beams, headers, posts, joists, rafters, retaining walls, etc.
12. **Material specifications sheets** – Provide specifications for all structural materials including lumber grades and species, design requirements for glu-laminated beams/posts, PSL and LVL materials, laminated wooden I-joists, steel members, etc.
13. **Geotechnical report** – Provide 2 copies of all geotechnical engineering and soils reports for the subject property. Reports shall be sealed by the responsible engineer. Recommendations contained in these reports are considered requirements of the approved construction documents.
14. **Geotechnical engineers plan approval letter** – Where the geotechnical engineer specifies their review and approval of the plans for geotechnical requirements, provide a copy of their approval letter with the building permit submittals.