



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

## **17-10 Consolidated Plan Review Letters**

---

### **Background**

In an effort to better coordinate and streamline communications with applicants during the building permit plan review process, the Community Planning and Building (CPB) and Public Works (PW) Departments have agreed to provide consolidated plan review letters during the building permitting process. This SOG provides guidance on the Consolidated Plan Review Letter process.

### **Citations**

Carmel Municipal Code Title 17

Carmel Municipal Code Title 15

### **Guidance**

The CPB counter is the intake point for all development permit applications. Upon intake, construction documents are distributed by the Permit Technician to the applicable City departments for review and comment. Department staff reviews the construction documents and either approves the project or provides corrections or requests for information (RFI) from the applicant. Historically, each staff member reviewing the project has provided their corrections/RFI's (C/R) directly to the applicant independent from the other reviewers. This results in multiple RFI's and increases the likelihood that requested corrections are not correlated on the plans, and may be overlooked in the review process. Therefore the development services department has agreed to consolidate plan review letters/RFI's for projects requiring multiple department reviews.

The building official has been designated as the collection point for C/R's related to project reviews. City staff acting as project lead for the review will provide their written C/R's to the building official at their earliest convenience upon receipt of the construction documents for review. The building official will draft a consolidated review letter that includes all C/R's. The letter will be formatted to provide sections for each reviewer's C/R's and the responsible reviewers name and contact information will be used as a section header so the applicant can request clarifications directly from the appropriate reviewer. The process continues until all C/R's have been addressed and all staff members have approved their part of the documents. When all departments have approved the submittals, the building official will create a plan approval letter with any approval stipulations provided by City staff and the permit technician will proceed with permit issuance.

Of course larger, more complex projects will take longer. In those circumstances staff members may, with concurrence of the City's project team, provide initial draft comments to the applicant while the other members of our team are completing their reviews. Draft comments will be included in the consolidated RFI letter when all comments have been received by the building official.

### *Performance Measures*

The Building Safety Division has adopted performance measures for responding to applicants with review C/R's. For initial permit submittals, we try to have comments ready for the applicant within 2 weeks of receipt of the application. For C/R responses, the goal is to have the subsequent reviews done within one week.