



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

18-11 Coordination of Design Questions

Background

Construction projects can be complex, requiring coordination of information flow between owners, designers, contractors and code officials. Often, questions arise during the bidding and construction phases, and the answers to those questions must be coordinated by the applicant and designers in responsible charge of the project.

Citations

Carmel Municipal Code Title 15.08.010
2019 CA Building Code Sec. 104.11; 107.3.4; and 107.4

Guidance

Occasionally bidders and contractors contact the Building Safety Division (BSD) seeking inspector/building official interpretations of code requirements and/or requesting a site meeting or “courtesy inspection” with BSD staff to discuss project elements and code requirements applicable to the project. It is the BSD’s policy that any and all requests for code or design clarifications be coordinated by the design professional in responsible charge of the project and division staff will communicate with the project team through the designer for the following reasons:

1. Competitive bidding requires that all bidders are provided with the same information on which to base their bids. For City staff to provide information to a single bidder that may offer a competitive advantage is contrary to Division policy and ethics. Therefore, all requests for information on projects during the bidding phase shall be made to the design professional in responsible charge of the project. The designer may then request information from the BSD and share that information to bidders as they see fit.
2. During construction, the design professional in responsible charge is responsible for answering questions related to their designs. Requests for design changes, and approval of alternate materials or methods of construction are required to be coordinated by the designer. Any such requests shall be made to the design professional in responsible charge of the project. The designer may then request information from the BSD and share that information with the project team. The BSD staff has no authority to independently approve changes to an approved design without the designers’ prior submittal of those changes for review and approval by the building official.

BSD staff will provide technical code interpretations to contractors related to specific elements of an approved, active permit; and will provide information and interpretations to designers throughout the project timeline.