



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

18-13 Permit Applications – Electronic Media Requirements

Background

In an effort to streamline permit reviews and approvals, and to improve City archiving options, the City of Carmel-by-the-Sea Community Planning and Building (CPB) and Public Works (PW) Departments, are moving to electronic document management and archiving for planning, building, and public works permit applications.

Citations

CMC Title 15.04.080, Permit Application
CBC Sec. 105.3, Application for Permit
CRC Sec. 105.3, Application for Permit

Guidance

The City has a variety of permit activities requiring review of project plans and other construction documents. Most projects involving new construction, site modifications, changes in use, and changes to the exterior of buildings or structures require some level of design study by the Planning Division and its advisory boards and commissions to assure compliance with Carmel Municipal Code, Title 17 requirements.

The Building Division reviews plans and construction documents prior to issuance of building, plumbing, mechanical, and electrical permits for all new and altered structures. Building permit applications related to projects that have undergone the design study process also receive a review from the project planner to assure compliance with Design Study Conditions of Approval.

Public Works staff reviews construction projects for environmental impacts and protective measures. PW staff also reviews projects which affect City infrastructure such as encroachments, driveways, and storm drainage systems.

Beginning in October, 2018 applicants for planning, building, and/or public works permit applications will be required to submit digital copies of their application materials and construction documents. The City currently offers two permit application tracks – paper applications and electronic applications. The requirements for electronic media submittals for both tracks are described below.

Design Study Applications

The process for Design Studies through the Planning Division is currently paper based. Applicants submit paper copies of applications, plans and construction documents for review and approval by the Planning division and appropriate boards and commissions. Planning Design Study applications continue to rely on paper submittals to facilitate document sharing with board and commission members and members of the public. For these applications, applicants are asked to provide the submittal documents in paper as well as on a disc, flash-drive, or other acceptable digital media at the time of application. A digital version of the final, approved design review documents is also requested at the conclusion of the design review process.

Paper Track Construction Permit Applications

Paper track applications are the traditional method of applying for construction permits. Applicants submit their application, plans and other construction documents in hard copy, by mail or in person at the CPB counter in City Hall. Submittal documents are reviewed by appropriate staff and questions, comments, or corrections are transmitted between City staff and the applicant through hard-copy letters and/or email. Similar to the design study process, applicants utilizing the paper track are now required to submit a digital copy of the application,

plans and construction documents on a disc, flash-drive, or other acceptable media at the time of application. A digital version of the final, approved construction documents is also requested at the time of permit issuance.

Paperless Track

The City, as of early 2018, now offers an electronic “paperless” (E-Permit) track for building, plumbing, mechanical, and electrical system applications. Once a project has completed the Design Study process (as applicable), the applicant submits a permit application(s) through the City’s IWORQ permit tracking system. Upon receipt of the IWORQ application, the City’s permit technician creates a Google Share file that enables the applicant to upload their application forms, plans, specifications, calculations, and other documents. City staff conducts their review of the electronic files and provides comments, corrections, or requests for information in an RFI memo, and on the plan sheets affected electronically. These files are then uploaded to the shared file for further action by the applicant. Once the plans are considered approvable by staff reviewers, the applicant receives a shared file containing locked PDF’s of the “approved construction documents” which they then print out (in 2-3 copies depending on the type of project) and present at the CPB counter for final approval and issuance upon payment of outstanding fees. Through the electronic review process, the City obtains and maintains the electronic record copy of the project for archival purposes.

While the City continues to accept paper applications at this time, we encourage applicants to consider utilizing the paperless track when possible. Recent experience has shown that E-Permits provide faster reviews and approvals, save paper, and result in cost savings to the applicant due to limited plan reproduction costs.

For further information on the City of Carmel-by-the-Sea’s E-Permitting program see our web site at [HTTPS://ci.carmel.ca.us](https://ci.carmel.ca.us) or contact the CPB at 831-620-2010.