



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

# **18-15 Skylights – New and as Revisions to Approved Plans**

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## **Background**

Skylights are a common amenity desired by homeowners in Carmel-By-The-Sea. However, while skylights are desirable to a homeowner, they are not without impacts on neighboring properties, aesthetics from the public way, and building structural stability. Thus, the Carmel Municipal Code provides for specific review and approval of skylight installations by the City's Community Planning and Building Department prior to their inclusion in the project.

## **Citations**

Carmel Municipal Code (CMC) 17.58.040 – Residential Design Review  
CMC 15.04.080 Permit – Application  
CMC 18.04 – Code Enforcement  
CA Building Code (CBC) Sec. AA107.4 – Amended Construction Documents  
CBC Sec. 115.1 – Stop Work Order

## **Guidance**

### ***New Installations Prior to Building Permit Issuance***

The inclusion of skylights in a project is best considered during the plan development phase of the project. Owners wishing to install skylights are required to include them in their initial Design Study submittals to the Planning Division which allows them to be considered along with other architectural features by either the Planning Division or the Planning Commission as appropriate. If approved, the Planning Division prescribes certain performance characteristics that will appear in the Design Study Conditions of Approval. These include:

- All skylights shall use non-reflective glass to minimize the amount of light and glare visible from adjoining properties.
- The applicant shall install skylights with flashing that matches the roof color, or shall paint the skylight flashing to match the roof color.
- All newly-installed skylights shall have solar shading.

Once approved by the Planning Division, the skylights must be included in the project plans submitted for the building permit application. Plans are required to provide:

- An engineering evaluation of the skylight installation on the structural strength and stability of the roof diaphragm.
- Structural details illustrating the framing of the skylight openings in the roof structure as determined by the engineering evaluation.
- Architectural details of the skylight construction including curb construction, mounting details, flashings specifications and details, glazing specifications (approved safety glazing and non-reflective glass) and solar shading.
- Manufacturer's cut-sheets and specifications on the skylight assembly when manufactured, packaged skylights are proposed.

### ***Addition of Skylights to an Already Approved Building Permit***

Frequently, applicants decide after building permit issuance that they wish to add skylights to their project. The addition of skylights in an ongoing project requires the same reviews and approvals described above PRIOR to their installation. In this instance, the applicant shall submit revised plans, including all of the information described for new installations, to the Planning Division for Design Study approval. Upon Design Study approval, the applicant shall submit an application for a building permit revision accompanied by revised plans providing all of the information specified for new installations above.

***Installation Prior to Approval***

Installation of skylights without prior approval is a violation of the City's Zoning and Building Codes punishable as prescribed by law. When it is found that skylights have been installed without prior approval, as demonstrated by City approved plans on site illustrating the skylight installation, the building official shall issue a Stop Work Order for the project in accordance with the CMC. Upon issuance of a Stop Work Order, all construction on the site shall cease until a permit revision is approved by the Community Planning and Building Dept. Failure to stop work as ordered may result in fines, citations, and other sanctions as provided by law.