



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

20-01 Permit Application Declarations

Background

As the permitting agency for construction projects in the City of Carmel-by-the-Sea, the Community Planning and Building Department works with other regulators to ensure compliance with federal, state, and regional regulations. Among these are regulations affecting the disposal of hazardous waste from construction activities (lead, asbestos); and environmental regulations related to erosion, siltation, and stormwater discharge. Compliance with these partner agency requirements is documented through declarations on the City's permit application form. This SOG clarifies the requirements for completion of the declarations by the permit applicant.

Citations

Carmel Municipal Code Title 15.04.080 Permit Application

CA Building Code Sec. 105.3 Application for Permit

Guidance

Declarations are contained on page 2 of the application form above the signature lines for the owner and applicant. They include affirmative statements through which the applicant/owner acknowledge:

- Requirements for hazardous materials testing
- Requirements for coordination with the Monterey Bay Air Resources District
- Requirements for disposing of hazardous and non-hazardous materials and debris
- Requirements for tree protection
- Requirements for stormwater management and erosion/siltation control
- Requirements for sewer lateral inspection

Each of these declarations are preceded with a line on which the applicant/owner is required to initial the requirement acknowledging that they have read, understand, and will comply with the specified requirements. Proper completion of the Declarations is a fundamental element of a complete permit application.

The City has experienced an increase in issues related to the requirements specified in the Declarations, and an increase in the number of applications received with inadequate or missing acknowledgements/initials. Therefore, henceforth NO permit application will be accepted without proper completion of the Declarations as determined by the Permit Technician at the time of pre-intake screening. Failure to properly complete the Declarations will render the application incomplete and it will be rejected by the Building Official.