



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

22-01 Permits-by-Appointment

Background

The City of Carmel-by-the-Sea has historically offered an option for “Over-the-Counter” permits, which allows the City to issue permits for minor work with limited plan review. Offering this service has streamlined the building permit process, expedited issuance for permits with minor scopes. Permits-by-Appointment is an additional service aimed to expand and expedite the process for projects that are slightly more complex than can be handled over the counter.

Citations

Carmel Municipal Code Title 15

Carmel Municipal Code Title 17

Guidance

In order to provide the highest levels of customer service, save time for applicants and staff, and expedite permit issuance the City offers the service of “Permits-by-Appointment”. Permits-by-Appointment are intended to offer another level of review on projects that exceed the scope of Over-the-Counter permits, but may not require a full plan review.

During the Permit-by-Appointment process the applicant will have a scheduled meeting with a representative from the building department and other supplemental departments as needed (arranged by the building department), such as planning, forestry, public works, or environmental compliance. All departments involved will perform a concurrent review on the plans to ensure the building codes, design guidelines, and other regulatory requirements are met. If all application requirements are met, the City will approve the permit at the meeting and the issuance process will take place immediately. If corrections are needed, and the plan cannot be approved at the appointment, then a list of those corrections will be provided to the applicant along with directions on how to resubmit.

Projects that may be eligible for Permit-by-Appointment :

- Interior alteration/repair of minor structural damage
- Minor interior alterations for office (B occupancy) or retail space (M occupancy), with no change in occupancy, exiting, or structural systems
- Minor handicapped accessibility upgrades
- Tenant improvements with no change in use
- Non-bearing partitions
- Minor interior revisions to plans/permits that have previously been issued
- Retaining walls that do not exceed 6 feet in height from the lowest measuring point
- New trade work for mechanical and plumbing; interior electrical work only
- Re-roofing or new roof permits with a change of materials, including photovoltaic systems
- On-site stormwater drainage systems
- Any other projects that are deemed by the Director to be minor enough in nature to qualify

Projects that are NOT eligible for Permits-by-Appointment

- Stop Work violations or work started prior to permit issuance
- Storage/use of hazardous materials of any amount
- Modifications of structures that include fire sprinkler changes
- Swimming Pools and Spas
- New buildings on vacant lots
- Any exterior remodel of an existing building
- New accessory structures including but not limited to: garages, carport, accessory dwelling units, greenhouse
- Alteration, remodel, or demolition of historic homes or structures
- All other projects that are deemed major enough to NOT qualify by the Director due to scope or other circumstances

Information you will need before your appointment

The City is conducting Permit-by-Appointment reviews via virtual meetings only. All plans, applications, and supporting documentation are required to be submitted through a Google Drive link that will be provided at the time the appointment is scheduled. The City will make every effort to schedule Permit-by-Appointment meetings within one week of the request **AND** receipt of all required application materials. In order to have the most successful and productive meeting, the following information will need to be submitted prior to the appointment taking place:

- **Permit Application**

Permit applications can be obtained at the Planning & Building counter or online on the Planning & Building webpage [here](#). A complete application with all necessary information and signatures is required when scheduling a Permit-by-Appointment meeting.

- **Complete Plans**

A full and complete plan set shall be submitted as a single compressed PDF prior to the appointment being scheduled. The plan set should be signed by the designer/architect responsible for the project and include all elevations, details, and Mechanical, Electrical, and Plumbing (MEP's) as applicable to the project. For a complete list of what is required to be included on the plans, please see [Standard Operating Guidance No. SOG 17-04 - Complete Submittal Requirements](#).

- **Supporting Documents**

Applicants must ensure all supporting documents relevant to their project are included with Permit-by-Appointment requests. Supporting documents may include but are not limited to:

- Structural/Civil calculations
- Engineers reports or letter
- Construction & Debris management plan
- Stormwater prevention plan or drainage management
- Best Management Practices tracking form
- Landscape plan and forestry application
- Deferred submittal Application for any portion deferred
- Water management form if there are any changes in plumbing or fixtures

- Payment of Fees

Applicants must be prepared to pay all fees related to their project when attending their appointment. The applicable fees are set by the current year fee schedule. Applicants may contact the Community Planning & Building department prior to the appointment to receive an estimate of fees due.

If an application is deemed incomplete, and a permit is not issued at the Permit-by-Appointment meeting, corrections shall be given based on the limited materials provided at the time. Applicants wishing to schedule a second Permit-by-Appointment meeting will be charged a subsequent fee.

How to schedule a Permit-by-Appointment

Permits-by-Appointment may be scheduled Monday – Friday between 9:30 a.m. and 2:30 p.m. Individuals may schedule only one (1) appointment per day for a maximum of one (1) hour per appointment. The Planning and Building department will make every effort to accommodate appointments within one week of the appointment request.

In order to schedule your appointment, contact the City’s Building Permit Technician at (831) 620-2059 or email at building@ci.carmel.ca.us with the subject line “Building Permits-by-Appointment Request” and provide the following information:

- Name, phone number, and email of applicant/contact
- Project site address (i.e. Monte Verde 2 SE of 7th or NW Corner of Ocean and Junipero)
- The completed building application for the project

Once the appointment date is confirmed, the required plans and supporting documents shall be submitted electronically to the Building Permit Technician through a Google Drive link provided by the City **within 24 hours to keep the appointment.**