



City of Carmel-by-the-Sea
Community Planning and Building Department
Residential Re-Roofs

Do I need a permit to replace the roof on my home?

Yes. All re-roof applications require approval of a [Building Permit](#) issued by the Building Division prior to the commencement of work. In addition to the Building Permit, review by the Planning Division *may* be required depending on the scope of work proposed.

What type of review is required?

The level of review will depend on the scope of work proposed (refer to tables below). If only a Building Permit is required, the permit is reviewed and approved by the Building Division. If [Planning Review](#) is required, the re-roof is subject to a [Design Study Application](#) to ensure compliance with the Residential Design Guidelines. If a re-roof involves a historic resource and is a change in material, the project is subject to review by the Historic Resources Board. All applications including a change in roof material and/or form will be reviewed by the Planning Division to determine whether the property is eligible for the City's Historic Inventory; an additional application for a Historic Evaluation may be required. Please refer to the tables below for general guidelines regarding the review process.

Building Permit Only	
Building Type	Criteria
Historic Residences	Like-for-Like (in-kind replacement)
Non-Historic Residences	Like-for-Like (in-kind replacement); Composition Shingle to Wood Shake; Wood Shake to Composition Shingle (Triple Layer required to simulate a wood shake appearance)

Planning Review Required	
Building Type	Criteria
Historic Residences	Any change in roof material or roof form will require approval from the Historic Resources Board.
Non-Historic Residences*	Changes in roof material (clay tile to composition shingle; composition shingle to metal; tar and gravel to TPO; etc). While most applications can be reviewed at the staff level, an application may be referred to the Planning Commission for consideration if the materials are inconsistent with the Residential Design Guidelines and/or may impact adjacent properties (ex: glare from a metal roof). <i>CMC 17.52.030 (Duties and Powers of the Director), Subsection L.</i>

*An application for a Historic Evaluation may be required prior to approval of the Design Study for a change in roof materials. *CMC 17.32.050 (Alteration of Property)*

**For additional information on re-roof applications,
please contact the Community Planning and Building Department at (831) 620-2010.**