CITY OF CARMEL-BY-THE-SEA
POLICY AND PROCEDURE

Subject: Permit process for residential reroofs.

Policy/Procedure No: 2025-XX

Effective Date: T B D

Authority: Resolution No. xx-xxx

Purpose:

To clarify the review process for reroofs and specify when approval can be made at the staff level (i.e. administratively) and when approval warrants a referral to the Planning Commission.

Policy/Procedure:

As fully set forth in the policy document, attached.

Responsible Party:

City Administrator

Department of Origin:

Community Planning and Building

Revision Dates:

Rescinded Date:

City of Carmel-by-the-Sea

POLICY FOR THE PERMIT PROCESS FOR RESIDENTIAL REROOFS CITYWIDE

<u>Statement of Purpose:</u>
To clarify the review process for reroofs and specify when approval can be made at the staff level (i.e. administratively) and when approval warrants a referral to the Planning Commission.

<u>Policy:</u>
The approval authority for residential reroofs shall be as follows:

Reroofing Permit Process: Single-Family Resid. Buildings Like for like reroofs	
Wood to wood	*Track 1 Design Study*
Slate to slate *Tile to tile* *Tar & Gravel to Tar & Gravel* *And other natural materials*	*Track 1 Design Study*
Comp to comp (**earth tones)	*Track 1 Design Study*
Reroofs with change in material	
New Materials: Slate, Tile (clay, ceramic, and concrete), Tar & Gravel and other natural materials	*Track 1 Design Study*
Vertical Standing Seam Metal Roof (**non-earth tones)	*Design Study Track 1 with Planning Commission referral required*
Vertical Standing Seam Metal Roof (earth tones)	*Design Study Track 1*
Metal Tiles	*Design Study Track 1*
Tar and gravel to TPO or similar (on single story flat roof)	*Design Study Track 1*
Wood to comp (**earth tones)	*Design Study Track 1*
Wood to comp (**non-earth tones)	*Design Study Track 1 with Planning Commission referral required*
Synthetic Products	*Design Study Track 1* **See list of acceptable synthetic materials below*

Acceptable Synthetic Alternatives

    CeDUR shakes

    DaVinci shake or slates

    EcoStar shake or slates
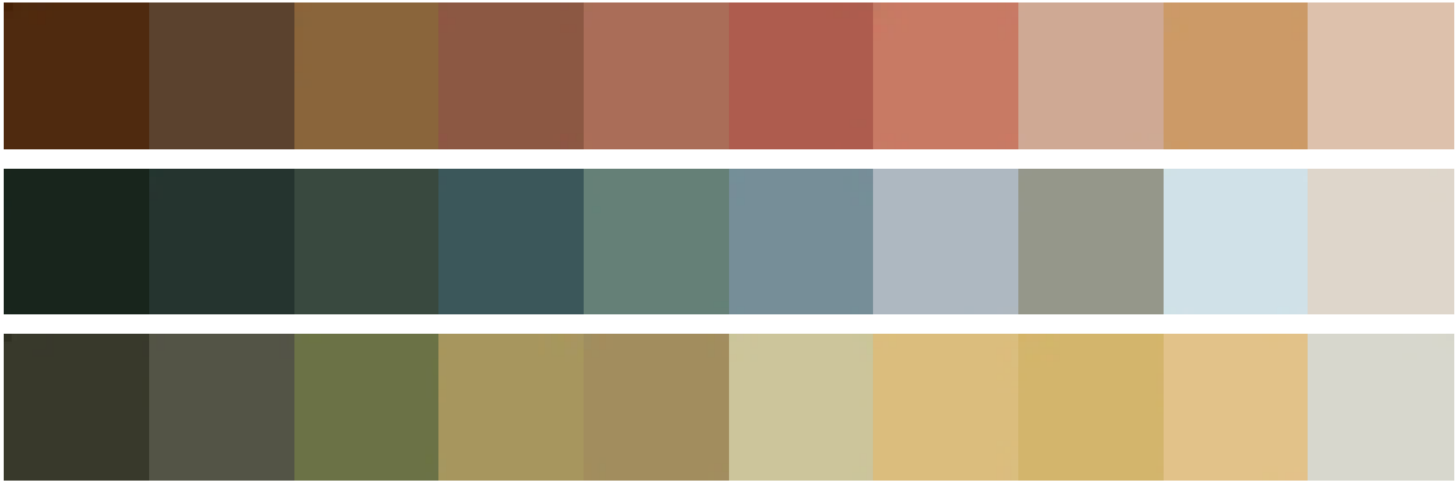
**Earth tones shown in figure 1 below

Figure 1