HOW TO CREATE A PLAN REVIEW PROJECT ON CITIZEN ACCESS PRIOR TO UPLOADING PLAN REVIEW MATERIALS TO EPR SYSTEM

STEPS

1. Visit Santa Monica Citizen Access website at epermit.smgov.net/CitizenAccess;

2. First-time users of Citizen Access must register a new account and login using new account.

3. Select the ‘Building’ tab from the horizontal menu atop the active window;

4. Click ‘Create an Application’

5. Check box to confirm acceptance of the website terms and click ‘Continue Application’
6. Select either Commercial, Mixed-Use, or Residential Building Permit project type and click ‘Continue Application’

7. Enter only the project Street Number and Street Name then select ‘Search.’ Parcel Number, Zoning, and Use Code fields should automatically be completed by system. Click ‘Continue Application.’

8. Enter the appropriate contact information for the Licensed Professional, Applicant, and Contact. Completion of all three sections is required to proceed. Select ‘Add New’ to create new contact information, or select ‘Look Up’ to search for contact information previously submitted.

The ‘Select from Account’ button automatically selects the contact information associated with the registered account.
9. In the ‘Licensed Professional’ tab, property owners should select ‘CSLB’ for Licensed Professionals section and identify ‘HOMEOWNER’ as the license number.

10. Fill out the ‘Job Information’ section with descriptive and detailed information about the proposed project. When complete, click ‘Continue Application.’

Upon completion of the steps above, a case will be initiated for your project on Citizen Access, which is a different system than the EPR. First-time users of EPR will receive an automated email invitation with a link to create a user account in the EPR system. A separate automated email invitation will be sent to existing users of EPR, and successfully registered first-time users, with a link to upload the required plan review documents to the EPR system. Please be sure to check your ‘Spam’ or ‘Junk’ folders if you do not see the invitation email in the Inbox of the email account used to register.

The following documents are required as part of your plan review upload to the EPR system at http://plans.smgov.net/projectdox (please refer to the City’s Plan Review Upload and Submittal Requirements for EPR):

1. An Electronic Plan Review application;
2. Project plans;
3. Any associated or supporting project documentation (e.g. soils report, structural calculations, Coastal Commission approval, Construction & Demo Waste Management Plan, etc.).

For details on how to upload plans and documents to EPR, as well as other EPR features, please view the video tutorials at https://www.smgov.net/Departments/PCD/Permits/Plan-Check/Electronic-Plan-Review/