



## ELECTRONIC PLAN REVIEW APPLICATION PACKET

Please take the following general outline of the EPR process under consideration prior to submitting, and during the processing of, your plan review. Familiarize yourself with the details below and contact a Permit Specialist at 310.458.8355 or [eplans@smgov.net](mailto:plans@smgov.net) if you have any questions.

### **STEP 1 (Apply)** - To apply for Electronic Plan Review (EPR), proceed as follows:

1. Create EPR project online at <https://epermit.smgov.net/CitizenAccess> (please refer to attached handout entitled [How to Create A Plan Review Project on Citizen Access Prior to Uploading Plan Review Materials to EPR System](#)); and
2. Login (or register for first-time users) to EPR system at <http://plans.smgov.net/projectdox> with email address used to create project on Citizen Access and upload the following required documents:
  - a. EPR application;
  - b. Project plans (please refer to attached handout entitled [EPR Upload and Submittal Standards](#)); and
  - c. Any associated or supporting documentation (Please refer to attached [EPR Minimum Submittal Guide](#)).

### **STEP 2 (Prescreen, Fee Payment, and Project Routing)**

1. Permit Specialist prescreens submittal to verify completeness and accuracy;
  - a. If incomplete, project returned to applicant to address deficiencies.
  - b. If complete, Permit Specialist applies plan review fees and selects City departments to review project.
2. Applicant notified via email associated with project of pending fees required to be paid;
3. Applicant may pay fees online at <https://epermit.smgov.net/CitizenAccess> or in person with the Permit Services cashier in Room 111 of City Hall;
4. **IMPORTANT:** After paying fees, applicant must return to EPR system to complete 'Fees Due' task (please refer to [How to Pay Plan Review Fees](#) video tutorial at <https://www.smgov.net/Departments/PCD/Permits/Plan-Check/Electronic-Plan-Review/>); and
5. Upon completion of 'Fees Due' task, EPR system automatically routes project to reviewing departments identified by Permit Specialist.

### **STEP 3 (Department Review and Resubmittal)**

1. City reviewers review project plans and associated documents to approve or issue comments/corrections;
2. Upon completion of review by all required reviewers, applicant addresses comments/corrections and resubmits plans and documents to EPR system;
  - a. Please refer again to attached handout entitled [EPR Upload and Submittal Standards](#) for upload guidelines and standards; and
  - b. Resubmitted plan sheets must use the exact file name and plan sheet size as the prior versions of uploaded plan sheets.
3. Subsequent rounds of City review will occur until all required reviewers have approved the project.

### **STEP 4 (Approval and Permit Issuance)**

1. Applicant is notified via automated EPR email when project is approved and plans are ready for download;
2. Project is approved and permit is considered issued only upon a visit to Permit Services in City Hall and completion of all of the following:
  - a. A printed set of project plans (24" x 36" or larger) downloaded from EPR (with City seal and project number) is brought to a Permit Specialist in Room 111 of City Hall to obtain a wet-stamp from a Permit Specialist (this is the plans set required at job site during construction activity);
  - b. Where applicable, provide confirmation of AQMD Rule 1403 notification, approved means and methods plan, and valid workers' compensation insurance;
  - c. Permit fees are paid in full; and
  - d. Permit is issued by a Permit Specialist to a California licensed contractor or other authorized agent (refer to attached [Who Can Pull A Building Permit?](#) informational handout for details of who may legally obtain a permit and what associated documentation is required at time of permit issuance).

**NOTE: EPR APPLICATIONS EXPIRE ONE YEAR FROM DATE PLAN REVIEW FEES ARE PAID**