



ELECTRONIC PLAN REVIEW PERMIT 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 epplans@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 video tutorial at <https://youtu.be/b6jirECxOgo>); 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



NOTICE TO APPLICANTS FOR COMMERCIAL BUILDING PERMITS

DISABILITY ACCESS REQUIREMENTS AND RESOURCES

Under federal and state law, compliance with disability access laws is a serious and significant responsibility that applies to all California building owners and tenants with buildings open to the public. The following agencies provide information about your legal obligations and how to comply with disability access laws:

DEPARTMENT OF GENERAL SERVICES
Division of the State Architect,
CASp Program
www.dgs.ca.gov/dsa
www.dgs.ca.gov/casp

DEPARTMENT OF REHABILITATION
Disability Access Services
www.dor.ca.gov
[www.rehab.cahwnet.gov/
disabilityaccessinfo](http://www.rehab.cahwnet.gov/disabilityaccessinfo)

DEPARTMENT OF GENERAL SERVICES
California Commission on Disability Access
www.cdda.ca.gov
www.cdda.ca.gov/resources-menu/

CERTIFIED ACCESS SPECIALIST INSPECTION SERVICES

Compliance with state and federal construction-related accessibility standards ensures that public places are accessible and available to individuals with disabilities. By engaging the services of a Certified Access Specialist (CASp) before you move into a newly constructed facility or alter your current facility, you will benefit from the advantages of compliance and benefit from legal protections under the Construction-Related Accessibility Standards Compliance Act (CRASCA, Civil Code 55.51-55.545).

Although your new facility may have already been permitted and approved by the building department, it is important to obtain CASp inspection services after your move-in because unintended access barriers and violations can be created, such as placing your furniture and equipment in areas required to be maintained clear of obstructions. For planned alterations, a CASp can review your improvement plans and provide an access compliance evaluation of your facility's public accommodation areas that may not be part of the alteration.

A CASp is a professional certified by the State of California to have specialized knowledge on the applicability of accessibility standards. CASp inspection reports prepared according to CRASCA entitle business and facility owners to specific legal benefits in the event that a construction-related accessibility claim is filed against them. To find a CASp, visit www.apps2.dgs.ca.gov/DSA/casp/casp_certified_list.aspx.

GOVERNMENT TAX CREDITS, TAX DEDUCTIONS AND FINANCING

State and federal programs below are available to assist businesses with access compliance and access expenditures:

Disabled Access Credit for Eligible Small Businesses

FEDERAL TAX CREDIT - Internal Revenue Code Section 44 provides a federal tax credit for small businesses that incur expenditures for the purpose of providing access to persons with disabilities. Please refer to Internal Revenue Service (IRS) Form 8826: Disabled Access Credit at www.irs.gov.

STATE TAX CREDIT - Revenue and Taxation Code Sections 17053.42 and 23642 provide a state tax credit similar to the federal Disabled Access Credit, with exceptions. Please refer to Franchise Tax Board (FTB) Form 3548: Disabled Access Credit for Eligible Small Businesses at www.ftb.ca.gov.

Architectural and Transportation Barrier Removal Deduction

FEDERAL TAX DEDUCTION - Internal Revenue Code Section 190 allows businesses of all sizes to claim an annual deduction for qualified expenses incurred to remove physical, structural and transportation barriers for persons with disabilities. Please refer to IRS Publication 535: Business Expenses at www.irs.gov.

California Capital Access Financing Program

STATE FINANCE OPTION - The California Capital Access Program (CalCAP) Americans with Disabilities Act (CalCAP/ADA) financing program assists small businesses with financing the costs to alter or retrofit existing small business facilities to comply with the requirements of the federal ADA. Learn more at www.treasurer.ca.gov/cpcf/calcap/.

FEDERAL AND STATE LEGAL REQUIREMENTS ON ACCESSIBILITY FOR INDIVIDUALS WITH DISABILITIES

AMERICANS WITH DISABILITIES ACT OF 1990 (ADA) - The ADA is a federal civil rights law that prohibits discrimination against individuals with disabilities and requires all public accommodations and commercial facilities to be accessible to individuals with disabilities. Learn more at www.ada.gov.

CALIFORNIA BUILDING CODE (CBC) - The CBC contains the construction-related accessibility provisions that are the standards for compliant construction. A facility's compliance is based on the version of the CBC in place at the time of construction or alteration. Learn more at www.bsc.ca.gov.



ELECTRONIC PLAN REVIEW PERMIT APPLICATION

submittal for formal project review prior to issuance of a building permit. a plan review application expires if no building permit is issued within one year of date of payment of plan check fees.

JOB ADDRESS _____

Date _____

Applicant (primary contact)	Name		Phone		
	Address		Unit	City	
	State	Zip	Email		
Property Owner	Name		Phone		
	Address		Unit	City	
	State	Zip	Email		
Architect	Project Manager		Company Name		Phone
	Address		Unit	City	
	State	Zip	Email		
Contractor	Contact Name		Company Name		Phone
	Address		City	State	Zip
	Email		City Business License No.	CA Contractor's License No.	Classification

ELECTRONIC PLAN REVIEW (EPR) SUBMITTAL REQUIREMENTS

- | | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Application & Fees
Application and payment of fees. An application that is incomplete or inconsistent with plans is subject to not being accepted by the City. | <input type="checkbox"/> Project Plans & Supporting Documents
Complete project plans, prepared pursuant to Plan Check Submittal Guide and Plan Check Upload and Submittal Standards for EPR; and all supporting documents (e.g. soils report, structural calculations). | <input type="checkbox"/> Plan Check Submittal Questionnaire
Completed Questionnaire detailing aspects of proposed project for the purposes of determining required City Department/Division reviewers. |
| <input type="checkbox"/> Construction Management Plan (if required)
Logistics detailing various aspects of construction, its effect on surrounding area, and coordination with nearby projects (e.g. site staging, parking, truck routes, traffic control, neighborhood notification). | <input type="checkbox"/> Means & Methods Plan (if required)
Submittal of a Means and Methods Plan is required in association with any EPR submittal for work proposed on a tenant-occupied residential property. | <input type="checkbox"/> Address Assignment (if required)
Address Assignment required for all new development (except single-family retaining existing address), or any project creating a new residential unit or a new commercial tenant space. |

PROJECT INFORMATION

Project Description	Provide a comprehensive description of proposed work that clearly details scope of project including:				
	<ul style="list-style-type: none"> Type of work proposed Square feet by floor level (interior remodeled area and newly added area) Where work is proposed on a structure Where work is proposed on the property Number, type, and location of fixtures and equipment proposed to be installed 				
	Total No. of Existing Residential Units on the Property	Total No. of Proposed Residential Units on the Property	What use is associated with project? (e.g. single-family, multi-family, retail, restaurant, creative office, etc.)	Is proposed use of property associated with this application a change from the previous use of property (i.e. change in use)?	Are more than 50% of exterior walls being removed from any existing structure(s) on the property, including detached accessory structure(s) such as a garage?
				YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>

Property Type	Res. <input type="checkbox"/> Comm. <input type="checkbox"/> Mixed-Use <input type="checkbox"/>	Is any portion of property occupied by residential tenants (i.e. not owner occupied)? YES <input type="checkbox"/> NO <input type="checkbox"/>	<i>If 'Yes', a Means & Methods Plan is required with plan check submittal.</i>
	Does property contain a designated landmark, or buildings or structures contributing to a designated Historic District? YES <input type="checkbox"/> NO <input type="checkbox"/>	Is proposed work located in the common area or exterior of a condominium building? YES <input type="checkbox"/> NO <input type="checkbox"/>	<i>If 'Yes', authorization from HOA is required.</i>

Construction Data	Occupancy Type	Construction Type	Project Valuation	Fire Sprinklers YES <input type="checkbox"/> NO <input type="checkbox"/>
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Residential Square Footage* (attach additional sheets as necessary)		Existing	New	Remodeled	Demolished	Total
	Basement					
	1st Floor					
	2nd Floor					
	3rd Floor					
	Other (specify)					

*Square footage inconsistencies with submitted project plans shall be deemed an incomplete submittal.

Commercial Square Footage* (attach additional sheets as necessary)		Existing	New	Remodeled	Demolished	Total
	Building Footprint					
	Basement					
	1st Floor					
	2nd Floor					
	3rd Floor					
Other (specify)						

*Square footage inconsistencies with submitted project plans shall be deemed an incomplete submittal.

Off-Street Parking Spaces* (attach additional sheets as necessary)	Level Name	Existing	New	Removed	Total
	Surface				
	Level 1 (specify)				
	Level 2 (specify)				
	Level 3 (specify)				

*Off-street parking inconsistencies with submitted project plans shall be deemed an incomplected submittal.

Misc. (specify building type)	Type	Existing	New	Remodeled	Demolished	Total

I certify that I have read and fully understand the detailed requirements of this application, and state under penalty of perjury, under the laws of the State of California, that the above information and associated project plans is true and correct. I agree to comply with all City, county, and state laws and ordinances related to building construction and hereby authorize representatives of the City and county to enter upon the above-mentioned proerty for inspection purposes. I realize that this application is a permit request and it does not authorize the work specified herein. Further, neither the City nor any board, department officer or employee thereof make any warranty nor shall be responsible for the performance, or results of any work described herein.

ROLE OF THE UNDERSIGNED IS (CHECK ONE): OWNER CONTRACTOR OTHER _____

Name _____ Signature _____ Date _____

<input type="checkbox"/> Yes	<input type="checkbox"/> No	3. Transformers rated 112.5 KVA or more?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	4. Equipment greater than 600 volts?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	5. Lighting installations more than 1,000 square feet in area?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	6. Solar photovoltaic systems greater than 10kW?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	7. Wind power generating systems?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	8. Electrical systems in hazardous locations (e.g. automobile uses, semiconductor factory, etc.)?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	9. Emergency power systems, legally required standby systems, or critical operations power systems (e.g. generators, storage battery, UPS, etc.)?

If you answered "Yes" to any of the above questions, your project will be routed for electrical Plan Review.

Plumbing Review

<input type="checkbox"/> Yes	<input type="checkbox"/> No	1. A habitable basement or subterranean area with plumbing?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	2. Potable water piping 2-inches or larger?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	3. Combination waste and vent systems?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	4. Sanitary drainage system greater than 216 fixture units?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	5. Interceptors, grease traps, clarifiers, or sewage ejectors?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	6. Reclaimed, geothermal, gray water, or other alternate plumbing systems?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	7. Fuel gas systems greater than 500,000 BTU/hr design load, serving more than 10 outlets?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	8. Medium pressure gas systems?

If you answered "Yes" to any of the above questions, your project will be routed for plumbing Plan Review.

CITY PLANNING DIVISION (Planning)

Does the proposed project include any of the following:

<input type="checkbox"/> Yes	<input type="checkbox"/> No	1. A Structure of Merit, City Landmark, or a structure within a Historic District?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	2. Either 1) the construction of a new building, or 2) an addition to an existing building?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	3. Any alterations to the exterior of a building other than a single-family dwelling (including change of windows & re-roof)?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	4. Installation of a new pool or spa?

For Interior Remodeling of Existing Residential Buildings only: N/A

<input type="checkbox"/> Yes	<input type="checkbox"/> No	5. An increase in the number of bedrooms?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	6. Addition of a new kitchen?

For Interior Remodeling of Existing Commercial Buildings (i.e. Tenant Improvements) only: N/A

<input type="checkbox"/> Yes	<input type="checkbox"/> No	7. A change of use on the property?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	8. A restaurant, food-serving, or alcohol-serving establishment?

If you answered "Yes" to any of the above questions, your project will be routed to City Planning Division for Plan Review.

PUBLIC WORKS DEPARTMENT (PW)

Does the proposed project include any of the following:

<input type="checkbox"/> Yes	<input type="checkbox"/> No	1. Any grading, paving or site drainage work?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	2. The construction of a new building or removal of more than 50% of the exterior wall elements ? If 'Yes,' submittal of the Landscape and Irrigation Plan Submittal Verification Sheets and related Landscape Water Demand Calculators (both available at www.smgov.net/Departments/OSE/Landscape_Requirements.aspx .) must be filed with your application.
<input type="checkbox"/> Yes	<input type="checkbox"/> No	3. A change of use on the property?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	4. Construction of a new, modified, or enlarged swimming pool or spa?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	5. Increase in the number of restaurant seats in an existing restaurant?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	6. An increase in the number of bedrooms?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	7. Addition or replacement of 5,000 square feet or more of impervious area, not including pools, fountains, walkways, and narrow strips of concrete that drain to adjacent permeable areas?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	8. Any work or improvements located in or above the public right-of-way such as streets or alley or any work that would affect the stability of a public way (such as excavation)?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	9. Discharge of industrial waste such a restaurant, hotel, bakery, catering company, manufacturing facility, auto shop, food market, dry cleaner, photo finisher, medical care facility, beauty salon, or any elevator pit or holding tank?

If you answered “Yes” to any of the above questions, submittal of the PW Plan Check Checklist must be filed with your application and your project will be routed to PW for Plan Review. The PW Plan Check Checklists are available at the “Plan Check Guidelines” section of the PW website at www.smgov.net/engineering.

RESOURCE RECOVERY & RECYCLING DIVISION (RRR)

2500 Michigan Avenue, Santa Monica, CA 90404

Hours of Operation: Mon-Fri: 8:30 AM-2:30 PM, (appointments recommended)

Construction & Demo Waste contact: Paul Pina 310-458-8739

Recycling and Refuse Enclosure contact: Nikkia Tate 310.458.8507

Does the proposed project include any of the following:

<input type="checkbox"/> Yes	<input type="checkbox"/> No	1. The construction of a new building, or a change of use within an existing building? If 'Yes,' a refuse and recycling room or outdoor enclosure is required.
<input type="checkbox"/> Yes	<input type="checkbox"/> No	2. A project valuation exceeding \$238,000? If 'Yes,' a refuse and recycling room or outdoor enclosure is required.
<input type="checkbox"/> Yes	<input type="checkbox"/> No	3. A project valuation of \$50,000 or greater; or a scope of work of 1,000 square feet or greater? If 'Yes,' a Waste Management Plan is required along with your plan review submittal.

If you answered “Yes” to any of the above questions, submittal of the Construction and Demolition Waste Management Plan (WMP) must be filed with your application and your project will be routed to RRR for Plan Review. The WMP is available at the “Contractor Resources” section of the RRR website at www.smgov.net/recycling.

WATER RESOURCES PROTECTION PROGRAM

1212 5th Street, 3rd floor, Santa Monica, CA 90401

Hours of Operation: Mon-Thurs. & alternate Fri: 8:00 AM-5:00 PM

Does the proposed project include any of the following:

<input type="checkbox"/> Yes	<input type="checkbox"/> No	1. A subterranean garage?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	2. A restaurant, beverage establishment, or a commercial kitchen?

If you answered "Yes" to any of the above questions, your project will be routed to Water Resources for Plan Review.

PUBLIC LANDSCAPE DIVISION

Does the proposed project include any of the following:

<input type="checkbox"/> Yes	<input type="checkbox"/> No	1. A new driveway, new sidewalk, or installation of any new utilities in the public right-of-way within 10' of an existing street tree?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	2. Work activity, equipment, or materials stored within 10' of an existing street tree or under the canopy of an existing street tree?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	3. Construction access to the project anywhere other than an alley or existing driveway?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	4. Any trees protected by LA county ordinances on or adjacent to the property that are not shown on the submitted plans? (These protected trees need to be indicated.)
<input type="checkbox"/> Yes	<input type="checkbox"/> No	5. Newly proposed street trees, or new street trees required as part of any Conditions of Approval associated with the project?

If you answered "Yes" to any of the above questions, your project will be routed Public Landscape Division for Plan Review.

FIRE DEPARTMENT

Does the proposed project include any of the following:

<input type="checkbox"/> Yes	<input type="checkbox"/> No	1. The construction of a new building or addition, alteration or change of occupancy of 2,500 sq. ft. or more in an existing building with one or more of the following building code occupancy classifications: A, E, H, I, R-1, R-2 or any other residential use other than one and two family dwellings?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	2. The construction of a new building or tenant improvement in a building having floor used for human occupancy more than 55 foot above lowest Fire Department vehicle access level? (high-rise building as defined in the Santa Monica Municipal Code, Section 8.44.090)
<input type="checkbox"/> Yes	<input type="checkbox"/> No	3. Installation of either a conventional or electrostatic spraying operations?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	4. Installation of aboveground or underground storage of liquid petroleum products, liquefied petroleum gases, compressed natural gas or other hazardous materials?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	5. Use, dispensing, mixing or storage of flammable or combustible liquids or gases, hazardous materials, etc.?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	6. Installation of gates that restrict access to the structure?

If you answered "Yes" to any of the above questions, your project will be routed to the Fire Department for Plan Review.

MOBILITY DIVISION

Does the proposed project include any of the following:

<input type="checkbox"/> Yes	<input type="checkbox"/> No	1. A yes checked in boxes 2 – 7, of City Planning Division section?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	2. A project valuation exceeding \$238,000?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	3. Anything that adds, changes, encroaches or deletes any vehicular access points, parking, or loading zones?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	4. Any work being done in or adjacent to parking areas?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	5. Any increase the number of bedrooms in a dwelling unit?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	6. Installation of any fence, wall, hedge or tree within 5 feet of any property line?

If you answered “Yes” to any of the above questions, your project will be routed to the Mobility Division for Plan Review.

RENT CONTROL

Does the proposed project include any of the following:

<input type="checkbox"/> Yes	<input type="checkbox"/> No	1. A property that contains any rent-controlled dwelling units?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	2. A property that is currently occupied by residential tenants (i.e. not owners)?

If you answered “Yes” to any of the above questions, your project will be routed to Rent Control for Plan Review.

NEIGHBORHOOD PRESERVATION COORDINATOR

Does the proposed project include any of the following:

<input type="checkbox"/> Yes	<input type="checkbox"/> No	1. A property occupied by any residential tenants (i.e. not owners)?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	2. A project with potential of affecting the habitability of any existing rental dwelling units (such as re-piping, renovation of kitchens and bathrooms, etc.)?

If you answered “Yes” to any of the above questions, a Means & Methods Form must be filed with your application, and your project will be routed to the Neighborhood Preservation Coordinator for Plan Review.

OFFICE OF SUSTAINABILITY AND THE ENVIRONMENT (OSE) – WATER NEUTRALITY

Contact: Tom Fleming 310-458-8972 x5 or savewater@smgov.net

Does the proposed project include any of the following:

<input type="checkbox"/> Yes	<input type="checkbox"/> No	1. Construction of a new building, or removal or replacement of at least 50% of exterior walls of an existing building?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	2. A net increase in the number of plumbing fixtures on the property?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	3. A new, enlarged, or relocated irrigation system?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	4. A new, enlarged, or relocated pool, spa, water feature or pond?

If you answered “Yes” to any questions above, then submittal of a Water Neutrality Calculator must be filed with your application and your project will be routed to OSE for Plan Review. Calculators are available at www.smgov.net/waterneutrality.



ELECTRONIC PLAN REVIEW UPLOAD AND SUBMITTAL STANDARDS

Supporting Documents

All non-drawing files should be uploaded into the ‘Supporting Docs’ folder, and shall include at a minimum:

1. Completed Electronic Plan Review application;
2. All associated supporting documents (e.g. soils report, Title 24/Zero Net Energy Report, structural calculations, Water Neutrality calculator, Construction and Demo Waste Management Plan, Coastal Commission approval, etc.);
3. Means and Methods Plan (for tenant-occupied residential properties).

Project Plans

All project drawings should be uploaded to the ‘Plans’ folder. Project plans submitted for EPR shall be uploaded as separate, single-page electronic files for each plan sheet in landscape orientation with a maximum file size of 3 MB. PDF is preferred file format. Multiple page electronic files are not acceptable. Project plans set shall contain:

1. Title/Cover Sheet that includes:
 - a. Sheet index identifying contents of all plan sheets included in the plans set;
 - b. Project description that comprehensively details the precise scope of the proposed work and matches description on permit application;
 - c. Project data (e.g. Type of construction, Occupancy Group, existing/proposed square footage, existing/proposed parking, zoning information and compliance, etc.)
2. Project plans (see Minimum Plan Review Submittal Guide);

File Naming and Size Standards

File names of electronic plan sheets uploaded to EPR should include the first character of the respective discipline name followed by its sheet number, as shown in the following examples:

‘Plans’ Folder

0-TITLE (using this naming scheme insures Title/Cover sheet will always appear as first plan sheet)
Architectural Sheets - A1.0, A2.0, A2.1, A3.0, A3.1
Civil Sheets – C1.0; C1.1; C1.2; etc.
Electrical Sheets – E1.0; E1.1; E1.2; etc.
Fire Protection Sheets – F1.0; F1.1; F1.2; etc.
Landscaping Sheets – L1.0; L1.1; L1.2; etc.
Mechanical Sheets – M1.0; M1.1; M1.2; etc.
Plumbing Sheets – P1.0; P1.1; P1.2; etc.
Structural Sheets – S1.0; S1.1; S1.2; etc.
SURVEY

‘Supporting Docs’ Folder

Application
Means and Methods Plan
Soils Report
Structural Calculations
Title 24 Energy



ELECTRONIC PLAN REVIEW MINIMUM SUBMITTAL GUIDE

The following guide details examples of the contents of a complete Electronic Plan Review (EPR) package to assist you with preparing your submittal. Review the items below and provide what is applicable to your proposal. Please contact a Permit Specialist at 310.458.8355 or eplans@smgov.net if you have any questions.

Documents	
General	Completed EPR Application Form
	Detailed Cost Estimate to Establish Valuation (for additions and alterations)
	Means and Methods Plan (required for all tenant-occupied residential properties)
Supporting Documents	Structural Calculations
	Soils Report (For all projects located in geo-hazard zones or any addition greater than 750 SF)
	Title 24 report (including Energy Reach Code calculations)
	Sound Attenuation Report (for new multifamily projects in noise critical zones)
	Water Neutrality Calculator
	Waste Management Plan (for all projects with a valuation of \$50,000 or more)
	Coastal Commission Approval
Project Plans	Detailed statement of Scope of Work on Cover Sheet
	Project Data (Type of Const., Occupancy Group, breakdown of existing and new square footages, etc.)
	Plot Plan/Site Plan (including setback dimensions, location of driveways, mechanical equipment, trees, etc.)
	Tree Protection Plan (for private and public trees), including tree protection guidelines, construction access to the site, and whether sidewalk will be removed and replaced.
	General and Fire Life Safety Notes
	Floor Plans
	Cross Sections/Details
	Elevations
	Roof Plan
	Disabled Accessibility Details (for commercial and new multi-family projects)
	Energy Forms (including Energy Reach Code requirements)
	Foundation Plan
	Excavation and Shoring Plans
	Structural Framing Plans
	Structural Details
	Plumbing Plans
	Mechanical Plans
Electrical Plans	
Landscape Plans	



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

STEPS

<p>1. Visit Santa Monica Citizen Access website at epermit.smgov.net/CitizenAccess;</p>	
<p>2. First-time users of Citizen Access must register a new account and login using new account.</p>	
<p>3. Select the 'Building' tab from the horizontal menu atop the active window;</p>	
<p>4. Click 'Create an Application'</p>	
<p>5. Check box to confirm acceptance of the website terms and click 'Continue Application'</p>	<div style="border: 1px solid gray; padding: 10px;"> <p>GENERAL CONDITIONS FOR ALL E-PERMITS</p> <p>1. The issuance of this permit shall not serve to authorize any violation of any local, state or Federal law including but not limited to other construction work performed without a permit, improper occupancies, additional dwelling units or unauthorized uses of property.</p> <p>2. The complexity of the work does not require the submission and review of construction plans, materials information or engineering calculations to verify</p> <p><input type="checkbox"/> I have read and accepted the above terms.</p> <p>Continue Application »</p> </div>

6. Select either Commercial, Mixed-Use, or Residential Building Permit project type and click 'Continue Application'

Home Building Enforcement OSE Fire Planning Public Works more

Create an Application Search Applications and Make Payments

Select a Record Type

Choose one of the following available record types. Online permits (E-permits) are only for the Single-Family Residential Record Types identified below. All other Record Types require Electronic Plan Review. If you are submitting a request to revise an existing approved permit, please select the Record Type below that pertains to the original approved permit.

For further assistance, or to apply for a Record Type not listed below please contact a Permit Specialist at 310-458-8355 or aplansesmgov.net

Search

Commercial Building Permit
 New Mixed Use Building Permit
 Residential Building Permit
 Residential Building Report
 Single Family Residential - Electrical Permit (Up to and including 400 AMP; No Temp Power Pole)
 Single Family Residential - Kitchen and Bath Remodel Permit (Non Structural and Interior Work Only)
 Single Family Residential - Mechanical Permit (Wall Heater Only)
 Single Family Residential - Plumbing Permit (Gas Shut Off Valve or Sewer Repair Only)

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.'

1 Location 2 Contacts 3 Job Information 4 Review 5 Pay Fees 6

Step 1: Location > Page 1 * Indicates a required field.

Address

Enter "Street No" and "Street Name" and click "Search" button. The program will auto enter the rest of the fields including Parcel and Owner Information.

*Street No.: 1685 *Street Name: MAIN ST Unit No.:
City: State: --Sel* Zip:

Search Clear

Parcel

*Parcel Number: Zoning: Use Code:

Search Clear

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.

Step 2: Contacts > Page 1 * Indicates a required field.

Licensed Professional

If you are a HOMEOWNER, please choose CSLB for the License Type and enter HOMEOWNER as the License Number.

Add New Look Up

Applicant

To add a new contact, click the Add Contact link. To edit a contact, click the Edit link.

Select from Account Add New

Contact

To add a new contact, click the Add Contact link. To edit a contact, click the Edit link.

Select from Account Add New

Continue Application > Save and resume later

9. In the 'Licensed Professional' tab, property owners should select 'CSLB' for Licensed Professionals section and identify 'HOMEOWNER' as the license number.

Licensed Professional Information ✕

*License Type:
CSLB

*State License Number:
HOMEOWNER

First:

Last:

Name of Business: Business License #:

*Address Line 1:
1685 MAIN ST

*City:
SANTA MONICA

*State:
CA

*Zip:
90401-

Primary Phone: Mobile Phone: E-mail:

Discard Changes

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

Residential Building Permit

1 Location

2 Contacts

3 Job Information

4 Review

5 Pay Fees

6

Step 3: Job Information > Page 1

* indicates a required field.

Detail Information

Application Name:

Detailed Description:
Kitchen and bath remodel of 1,110 square feet of an existing one-story single-family residence; and construction of two-story 1,200 square foot addition and 450 square foot, one-story detached garage.

spell check

Additional Information

*Job Value(\$):

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/>



ADDRESS ASSIGNMENT APPLICATION INFORMATION

The following details the general policies, applicability, and processes for address assignments. Please review and if you have any questions, contact a Permit Specialist at 310.458.8355 or eplans@smgov.net

APPLICABILITY – An address assignment application is required for:

1. All newly developed buildings (except new single-family residential replacing existing single-family residential with the same address);
2. Newly created residential units in existing buildings;
3. Newly created commercial tenant spaces in existing buildings; or
4. Any request to change the address of an existing residential or commercial building.

NUMBERING – The Building Officer is the designated authority on assigning an address, per SMMC Section 8.08.210(b).

1. Address numbers shall be assigned as designated on the official City addressing map, as prepared by the City Engineer;
2. One address number shall be assigned per building. Assignment of multiple address numbers on a property shall only occur for multiple detached buildings on a property;
3. Address numbers shall be assigned in a logical sequence based on factors such as the location of primary entrances, building orientation, and blockface character, with public safety and access by emergency personnel as the overriding concern;
4. Suites or units not linearly configured shall be numbered in a 'U' pattern starting with the front space closest to the street and following the same direction of numbering progression (i.e. ascending/descending) as the street;
5. No fraction or alphabetical unit designations shall be used for commercial tenant spaces;
6. No fraction unit designations shall be used for residential units.

STEP 1 (Apply) - To apply for an address assignment:

1. Submit Address Assignment application to Permit Services at the same time any associated building permit application is submitted to the City. Address assignment requests to change address of an existing building and unassociated with development activity may submit Address Assignment application without a building permit application.
2. A complete Address Assignment application submittal shall include:
 - a. Address Assignment application and any associated building permit application;
 - b. Address Plan; and
 - c. Site Plan.

STEP 2 (Processing)

1. Lead Permit Specialist processes Address Assignment application and reconciles requested address number with the official City addressing map;

STEP 3 (Final Determination)

1. Lead Permit Specialist issues determination letter to applicant for new address(es) in conjunction with the issuance of any associated building permit. Determination letters for new address assignments not associated with construction activity may be issued without an associated building permit.



ADDRESS ASSIGNMENT APPLICATION

an address assignment is required for all new development, a project that creates a new residential unit or commercial tenant space, or voluntary requests to change an existing address.

JOB ADDRESS

Assessor Parcel No.

Date

Applicant (primary contact)	Name		Phone	
	Address		Unit	City
	State	Zip	Email	
Property Owner (if different)	Name		Phone	
	Address		Unit	City
	State	Zip	Email	

ADDRESS ASSIGNMENT SUBMITTAL REQUIREMENTS

- Application**
Completed application. An application that is incomplete or inconsistent with plans is subject to not being accepted by the City.
- Address Plan**
Floor plan(s) clearly identifying location and scope of requested address(es). It is recommended to consult with Lead Permit Specialist prior to submitting application to confirm viable address(es) for property.
- Site Plan**
Site plan showing property orientation, adjacent streets, and the configuration of all existing and proposed buildings on the property.

ADDRESS ASSIGNMENT REQUEST

Property Data	Description of Any Related Construction Activity					Associated Building Permit Number (if any)
	Total No. of Existing Buildings	Total No. of Proposed Buildings	Total No. of Existing Comm. Tenant Spaces	Total No. of Proposed Comm. Tenant Spaces	Total No. of Existing Residential Units	Total No. of Proposed Residential Units

Existing Address(es)*	Number	Street	Unit
	Number	Street	Unit
	Number	Street	Unit

Proposed Address(es)*	Number	Street	Unit
	Number	Street	Unit
	Number	Street	Unit

*Attach additional sheets as necessary

I certify that that I have filled out this application completely and state that the above information is correct and accurate.

ROLE OF THE UNDERSIGNED IS (CHECK ONE): OWNER CONTRACTOR OTHER _____

Name _____ Signature _____ Date _____

STAFF USE ONLY

New Address(es) Assigned (see attached if necessary)	Date Accela Updated	Permit Specialist
------------------------------------------------------	---------------------	-------------------