



## PERMIT REVISION PACKET

The following information details the instructions and process involved for requesting a revision to an active building permit that has not yet been finalized. Revision requests are for changes to previously approved plans and/or scope of work that has been previously reviewed, approved, and permitted. Please contact a Permit Specialist at 310.458.8355 or [eplans@smgov.net](mailto:eplans@smgov.net) for additional information.

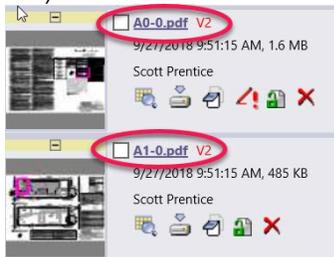
### Types of Revision Requests Include:

1. **Same-Day revision** (*review and approval completed at public counter*)  
Minor revisions may be eligible for same-day review at the discretion of all the plan check reviewers required to approve the request. See further details below.
2. **Minor revision** (*review completed up to five working days after plan check assignment*)  
Changes that do not require extensive review and do not involve a change of use, additional square footage, increased scope of work, or structural review; and do not affect fire and life safety systems.
3. **Major revision** (*reviewed according to the same plan check review timeframes as a new submittal*)  
Changes that do not qualify for a Same-Day or Minor revision.

### Submittal Steps for Minor and Major Revisions

Contact the Building and Safety plan check engineer who originally approved the permitted plans to notify him/her of the proposed revisions prior to submitting Permit Revision application.

1. Create a record for your revision request online at <https://epermit.smgov.net/CitizenAccess> (please refer to attached handout entitled [How to Create A Plan Check Application on Citizen Access Prior to Uploading Plan Check Materials to EPR System](#)); and
  - a. Specify in the Project Description field the scope of your revision request in the form of '**[insert address] - REVISION to [insert original building permit number], [insert revision description].**'
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. Permit Revision application;
  - b. Project plans in the following form (please refer to attached handout entitled [EPR Upload and Submittal Standards](#)):
    - i. Upload previously stamped, approved plan sheets that are affected by the revisions into 'Plans' folder with the original approved file name (e.g. A-101.pdf);
    - ii. Upload revised plan sheets to the 'Plans' with exact file names as the original sheets proposed to be revised. Revised sheets should now be seen as 'V2' in the 'Plans' folder (i.e. Version 2). Revisions should be clearly clouded on plans and Title Block should be marked 'Delta #' (e.g. Delta 1, Delta 2, etc.) and dated.
- c. Any associated or supporting documentation such as structural calculations, soils report addendums, field inspector corrections list, structural observation forms, etc., as necessary



### Submittal Steps for Same-Day Review

After consult with the Building & Safety plan check engineer that originally approved the permitted plans, a counter appointment should be scheduled with all required reviewers from City Departments/Divisions to obtain the necessary signature approvals.

1. Provide a completed Permit Revision application with the revised scope of work clearly described on the application;
2. Provide one paper copy of plans and one electronic copy of plans;
3. Obtain required signatures from applicable City Departments/Divisions;
4. Permit revision 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).

**Fees:** Fees will be collected at time of permit issuance. Minor and Major revision fees will be assessed on an hourly basis of review time based on the scope of the revision. Same-Day reviews will be assessed at counter review rates. Additional development related fees may be assessed such as school fees or other agency fees.



# PERMIT REVISION APPLICATION

request to revise previously approved plans associated with an active building permit that has not yet been finalized.

JOB ADDRESS \_\_\_\_\_

Revision No. (completed by staff) \_\_\_\_\_

|                             |              |     |                           |       |                             |                |
|-----------------------------|--------------|-----|---------------------------|-------|-----------------------------|----------------|
| Applicant (primary contact) | Name         |     |                           | Phone |                             |                |
|                             | Address      |     |                           | Unit  |                             | City           |
|                             | State        | Zip | Email                     |       |                             |                |
| Property Owner              | 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 |
|                             |              |     |                           |       |                             |                |

**PROJECT INFORMATION (complete all of the following)**

|                     |  |                               |                              |                               |  |                                    |                 |                              |                               |                                |
|---------------------|--|-------------------------------|------------------------------|-------------------------------|--|------------------------------------|-----------------|------------------------------|-------------------------------|--------------------------------|
| Project Description | Provide a comprehensive description that clearly details the scope of the proposed revision including:   |                               |                              | Revision to Permit Number:    |  |                                    |                 |                              |                               |                                |
|                     | <ul style="list-style-type: none"> <li>Type of revision(s) proposed</li> <li>Changes in height and floor area</li> <li>Changes in square feet by floor level (both interior remodeled area and newly added area)</li> <li>Where work is proposed on the property</li> <li>Number, type, and location of fixtures and equipment proposed to be installed</li> </ul> |                               |                              |                               |  |                                    |                 |                              |                               |                                |
| Project Data        | Valuation of revision  | New overall project valuation | Property type:               | Res. <input type="checkbox"/> | Comm. <input type="checkbox"/>   | Mixed-Use <input type="checkbox"/> | If residential: | SFR <input type="checkbox"/> | Apt. <input type="checkbox"/> | Condo <input type="checkbox"/> |
|                     | Is property occupied by residential tenants?<br><i>If 'Yes,' a revised Means &amp; Methods Plan is required with application submittal.</i>  |                               | YES <input type="checkbox"/> | NO <input type="checkbox"/>   | Does proposed work affect the common area or exterior of a condominium building?<br><i>If 'Yes,' authorization from HOA is required.</i> |                                    |                 | YES <input type="checkbox"/> | NO <input type="checkbox"/>   |                                |

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 property 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 \_\_\_\_\_

**STAFF USE ONLY**

|                            |               |          |                |                   |            |              |
|----------------------------|---------------|----------|----------------|-------------------|------------|--------------|
| Permit Specialist          | Date          |          |                |                   | Fee Amount |              |
| Building & Safety          | City Planning | Mobility | Civil Eng (PW) | Solid Waste (C&D) | Fire       | Rent Control |
| Landmark Fee Exempt? Y / N |               |          |                |                   |            |              |



## 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 <a href="http://epermit.smgov.net/CitizenAccess">epermit.smgov.net/CitizenAccess</a>;</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><b>GENERAL CONDITIONS FOR ALL E-PERMITS</b></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 style="text-align: center;"><b>Continue Application »</b></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](mailto: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:

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

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Application Name:  
Smith Residence

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

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\*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/>



## 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

Files uploaded to EPR shall not exceed 3MB in size. File names of uploaded electronic plan sheets 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         |