

Civil Unrest Repair Permit - Online Express Permit Portal Instructions:

Only the following project types are eligible to obtain an express online Civil Unrest Repair permit. Any Civil Unrest Repair work beyond this limited scope, or work unrelated to the civil unrest, shall be subject to the regular plan review and permitting process.

- *Storefront non-structural repair with same or comparable materials from what existed prior to unrest;*
- *Window/door repair or change-out of same size, location, and materials from what existed prior to the unrest;*
- *Repair to damaged exterior veneer, siding, or stucco with same or comparable materials from what existed prior to unrest;*
- *Repair to damaged non-structural interior partitions with no plumbing, electrical, or mechanical.*

1. Go to: <https://epermit.smgov.net/CitizenAccess/Default.aspx>
2. Log into existing user account (or create account if there is no existing account)
3. Select 'Building' tab
4. Select 'Create an Application'
5. Check the box accepting terms of conditions and select 'Continue Application'
6. Select 'Civil Unrest Repair Permit' from radial buttons at bottom of screen and select 'Continue Application'
7. Input street number and street name only, click on 'Search' button
8. Select subject property. Select 'Continue application'
9. Add contact information for contractor, business, and applicant (if owner-builder, select 'CSLB' as License Type and input 'HOMEOWNER' for State License Number)
10. Input 'Applicant Contact' and select 'Continue Application'
11. Select all project types that apply to the requested permit. Select 'Continue application'
12. Select the Civil Unrest Repair Self-Certifications box (Important to read self-certifications)
13. Type applicant name in 'Signature' box and select 'Continue Application'
14. Review permit application details (make any changes for each section using the Edit button) and select 'Continue Application'
15. Complete and submit the Contractor's Declaration Online at <http://declarations.smgov.net> (if owner-builder, enter 'HOMEOWNER' under License Class and '00000' under License Number in the Licensed Contractor's Declaration section).
16. You will see the "Submission Successful" page (see below) once the Declaration has been successfully submitted.
17. Click on the Declaration for Permit link to print the Declaration and Required Construction Sign. You must post the Required Construction Sign at the job site.

Submission Successful

Your Permit Declaration has been submitted successfully. You will need to print a copy of your permit declaration and **REQUIRED CONSTRUCTION SIGN**

[Declaration for Permit #20BLD](#)

You will need to post the REQUIRED CONSTRUCTION SIGN at the primary entrance to the job site. Failure to post this sign can result in a fine of \$250. Additionally, City inspections will only occur at sites where this sign is posted.

Please keep a copy of your permit declaration for your records.

18. If owner-builder, you must also click on the Owner-Builder Form to complete and email the completed form to eplans@smgov.net and reference the permit number.

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If you are a CONTRACTOR and you are applying for the Kitchen and Bath Remodel, Residential-Electrical, Residential-Mechanical, or Residential-Plumbing permit, you **MUST** complete both Steps 1 and 2 in order for your permit to become valid.

1. Print/View Receipt
2. [Submit and Print Contractor's Declaration Online/Construction Sign](#)
(Website: <http://declarations.smgov.net>)
3. [Print Building Permit and Inspection Card](#)
(Website: <https://epermit.smgov.net/CitizenAccess>)
4. [Schedule Building Inspection](#)
(Websites: <http://einspections.smgov.net>)

Complete if Contractor or Owner-Builder

If you are a HOME OWNER and you are applying for the Kitchen and Bath Remodel, Residential-Electrical, Residential-Mechanical, or Residential-Plumbing permit, you **MUST** complete Steps 1 and 2 in order for your permit to become valid.

1. Print/View Receipt
2. Fill out and notarize the [Owner-Builder Form](#) and then email it to epians@smgov.net
3. Wait until we notify you when the process is finished.
4. [Print Building Permit and Inspection Card](#)
(Website: <https://epermit.smgov.net/CitizenAccess>)
5. [Schedule Building Inspection](#)
(Websites: <http://einspections.smgov.net>)

Complete if Owner-Builder

19. Click on the Print Building Permit and Inspection Card link to print the permit, which is now ISSUED (you may need to perform a search for the permit and click on the Print/View Record button under the Record Info tab).

The screenshot shows a web interface for a permit record. At the top, a red box highlights the text "Record Status: Issued" with an arrow pointing to another box that says "Permit status is Issued". Below this, there are tabs for "Record Info", "Payments", and "Conditions" (with a red circle containing the number 2). A blue notification banner contains a warning icon, the text "A notice was added to this record on 06/11/2020. Condition: Civil Unrest Repair Permit Severity: Notice Total Conditions: 2 (Notice: 2)", and a "View Condition" button. The "Work Location" section lists "1685 MAIN ST SANTA MONICA CA 00000". The "Record Details" section is divided into "Applicant:" and "Licensed Professional:". The "Project Description:" section lists "Civil Unrest Repair" and "Civil Unrest Repair for the following scope: - Storefront non-structural repair - Repair of damaged exterior veneer, siding or stucco". The "Owner:" section lists "SANTA MONICA CITY". At the bottom, a red box highlights a "Print/View Record" button with an arrow pointing to a text box that says "Click to view and print permit".