



# 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 black; 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><a href="#" style="background-color: #0070C0; color: white; padding: 5px 10px; text-decoration: none;">Continue Application »</a></p> </div>

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

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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 [epplans@smgov.net](mailto:epplans@smgov.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

You are required to enter Licensed Professional Information. If you are a HOMEOWNER, please choose CSLB for the License Type and enter HOMEOWNER as the License Number. \* 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:  \*State License Number:  First:  Last:

Name of Business:  Business License #:

\*Address Line 1:  \*City:  \*State:  \*Zip:

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

Application Name:

Detailed Description:

[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/>