



HOW TO CREATE A PLAN CHECK APPLICATION ON CITIZEN ACCESS PRIOR TO UPLOADING PLAN CHECK 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 black; 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 style="text-align: center;">Continue Application »</p> </div>

6. Select your plan check project type from the menu provided and click 'Continue Application'

Select a Record Type

Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.

- Commercial Building Permit
- Kitchen and Bath Remodel
- Mixed Use Building Permit
- Residential - Electrical
- Residential - Mechanical
- Residential - Plumbing
- Residential Building Permit
- Residential Building Report

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.'

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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:

Parcel

* Parcel Number: Zoning: Use Code:

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.

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

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.

Licensed Professional

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

Applicant

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

Contact

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

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 check 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 check upload to the EPR system at <http://plans.smgov.net/projectdox> (please refer to the City's [Plan Check Upload and Submittal Requirements for EPR](#)):

1. [A plan check 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/>