



# HOW TO SUBMIT A WIRELESS FACILITY PERMIT APPLICATION ELECTRONICALLY

## Overview

The purpose of this guide is to assist with applicants with successfully submitting a Wireless Facility Permit (WIR Permit) application to the City of Santa Monica Public Works Department for review. Applications are accepted by appointment only.

## Preparing for Your Submittal Appointment

Before requesting an appointment, make sure you have all required documents listed in the Wireless Facility Permit application. Documents must be submitted in PDF format. Documents submitted in any other format will not be accepted.

All documents must be organized and named according to the table below.

<b>DOCUMENT ORGANIZATION AND NAMING CONVENTION FOR WIR PERMIT APPLICATIONS</b>		
<b>Type of Document</b>	<b>Name of PDF</b>	<b>Notes</b>
Wireless Facility Permit Application	WIR APPL	
Construction Documents	0-TITLE for title sheet; all other sheets named according to actual sheet number	Each sheet of the construction documents must be saved as individual PDFs. Name the title sheet "0-TITLE". All other sheets should be logically named according to the sheet number (e.g., A-1.0, A-1.1, E-1.0, etc.)
Photosimulations	PHOTOSIMS	
Site location justification	SLJ	
Appendix A	APPENDIX A	
RF EME Report	RF EME	
Structural Calculations	STRUCT CALCS	
Lighting Study	LIGHT STUDY	
Coastal Commission Approval/Exemption	COASTAL	
Any information pertaining to an exemption request	EXEMPTION	

## **Request an Appointment**

To request a submittal appointment, email Thomas Check ([thomas.check@smgov.net](mailto:thomas.check@smgov.net)) with the subject line "WIR Permit Appointment Request". In the body of the email, provide a minimum of two (2) desired appointment windows. Allocate 15 minutes per application. While City Hall is closed to the public, appointments are being any day of the week that City Hall would normally be open to the public.

An event invite with a Skype teleconference will be sent to you. The person requesting the appointment will also receive an invitation to upload your application materials to the City's Electronic Plan Review (ProjectDox) system.



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## Upload Your Documents

Once an appointment has been scheduled, project will be created for you and an email will be sent inviting you to access the project. First time users will also receive a temporary password.

1. Click "Project Access Link" in the email and login with your credentials. First time users are encouraged to update their password by clicking the "Profile" button on the top right after logging in.
2. Upon logging in, another email will be sent to you inviting you to upload plans and supporting documents to ProjectDox. Follow the instructions provided in that email, but note that Wireless Facility Permit application materials are only accepted in PDF format.
  - a. Tutorials are provided at the end of the email for your reference.

All files must be uploaded prior to your submittal appointment.

## Your Appointment

When it is time for your appointment, please join the online meeting sent to you. Your plan reviewer will then go over all documents that you uploaded to ensure that all materials are present and uploaded in the correct format.

**If all application materials are present and correctly formatted**, your application will be accepted and routed for plan check.

**If application materials are missing or incorrectly formatted**, your application will not be accepted. You will need to re-complete the Applicant Upload task and request a new submittal appointment.