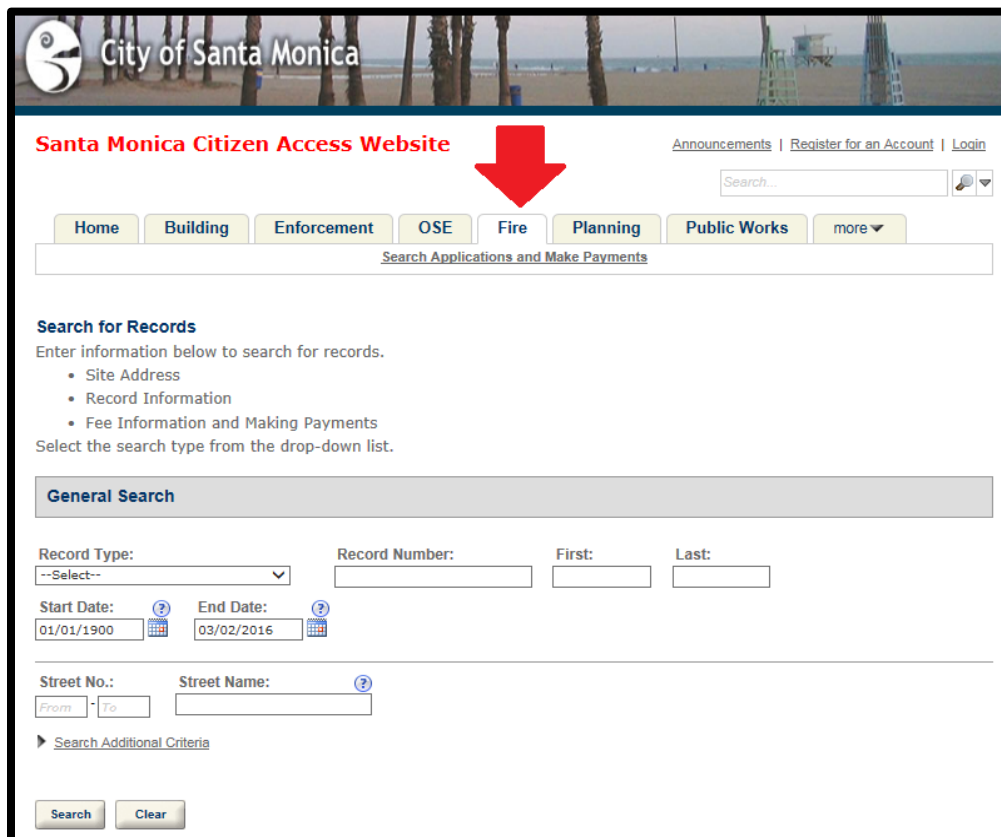


HOW TO CHECK ANNUAL PERMIT STATUS

Step 1: Visit epermit.smgov.net/citizenaccess/

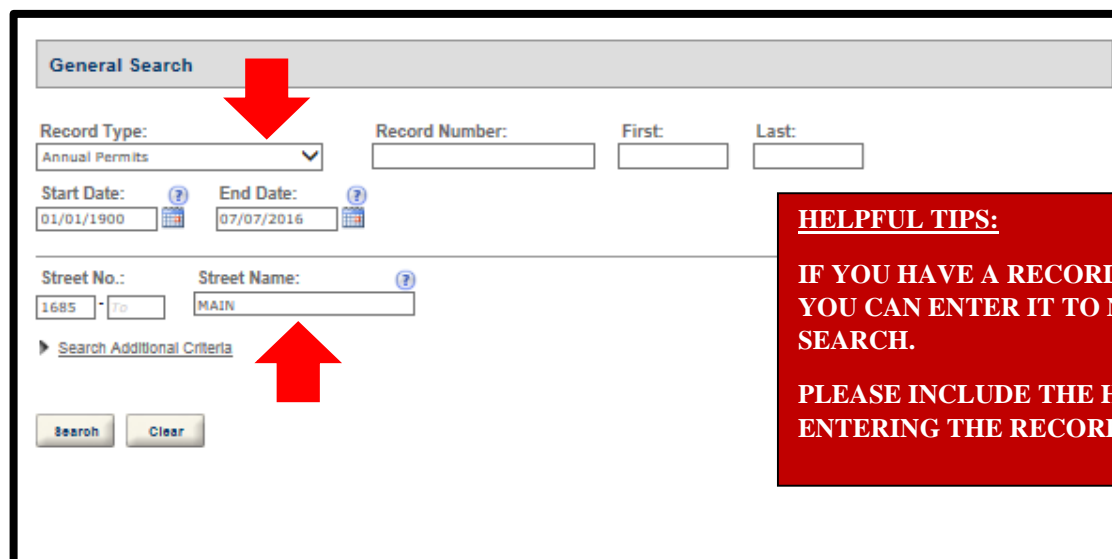
Step 2: Click on the **Fire** tab



The screenshot shows the City of Santa Monica Citizen Access Website. A red arrow points to the 'Fire' tab in the navigation menu. Below the navigation menu, there is a search bar and a 'Search Applications and Make Payments' button. The 'Search for Records' section includes instructions to enter information to search for records, such as Site Address, Record Information, and Fee Information. The 'General Search' section has fields for Record Type (set to '--Select--'), Record Number, First, Last, Start Date (01/01/1900), End Date (03/02/2016), Street No. (From-To), and Street Name. There are 'Search' and 'Clear' buttons at the bottom.

Step 3: Select **Annual Permits** from the **Record Type** dropdown

Then enter your business address **Street No** and **Street Name** and click **Search**



The screenshot shows the 'General Search' section of the website. A red arrow points to the 'Record Type' dropdown menu, which is set to 'Annual Permits'. Another red arrow points to the 'Search' button. The 'Street No.' field contains '1685' and the 'Street Name' field contains 'MAIN'. The 'Search Additional Criteria' link is also visible. A red box on the right contains helpful tips.

HELPFUL TIPS:
IF YOU HAVE A RECORD/PERMIT NUMBER, YOU CAN ENTER IT TO NARROW THE SEARCH.
PLEASE INCLUDE THE HYPHEN WHEN ENTERING THE RECORD NUMBER.

Step 4: The status of your annual permit will appear as **Received, Issued or Expired**

The screenshot shows a web interface with a navigation bar at the top containing links for Home, Building, Enforcement, OSE, Fire, Planning, Public Works, and a 'more' dropdown. Below the navigation bar is a search bar with the text 'Search Applications and Make Payments'. The main content area displays 'Record 15ANN-0273: Annual Permits' and 'Record Status: Expired'. A red arrow points to the 'Expired' status. Below this, there are several expandable sections: 'Work Location' (showing '1685 MAIN ST, SANTA MONICA CA 00000'), 'Record Details', 'Fees', 'Inspections', and 'Related Records'.

Problems or concerns contact the Fire Prevention Division at smfireprevention@smgov.net or call us at (310)458-8915.