HOW TO CHECK THE STATUS OF YOUR FIRE PREVENTION PLANS

1. Visit Santa Monica Citizen Access website at epermit.smgov.net/CitizenAccess

2. Select the Fire tab from the horizontal menu

HELPFUL TIPS:
Fire permits are:
- ALR – Alarm
- EXT – Extinguishing System
- HAZ – Hazardous Materials
- SLR – Solar Panel
- SPK – Sprinkler System

3. Enter your Record/Permit Number and click search

HELPFUL TIPS:
The record number can be found on your invoice, receipt and permit. Examples of record numbers are 18SPK-0078 and 17ALR-0045

Include the hyphen/“-” when entering the record number/permit number. Leave all other fields blank

If you do not have the record/number permit, try entering the Record Type and Street No. and Street Name. Leave all other fields blank

4. Identify record status

HELPFUL TIPS:
- Received – plans submitted to Fire
- Issued – plans are approved & ready for pick up
- Returned for corrections – plans require revisions
- Finaled – all work completed and approved
- Expired – work not completed and approved by permit expected date
- Void – plans withdrawn or record created in error

If you select PAYMENTS, you can check your fee status and make secure online payments.