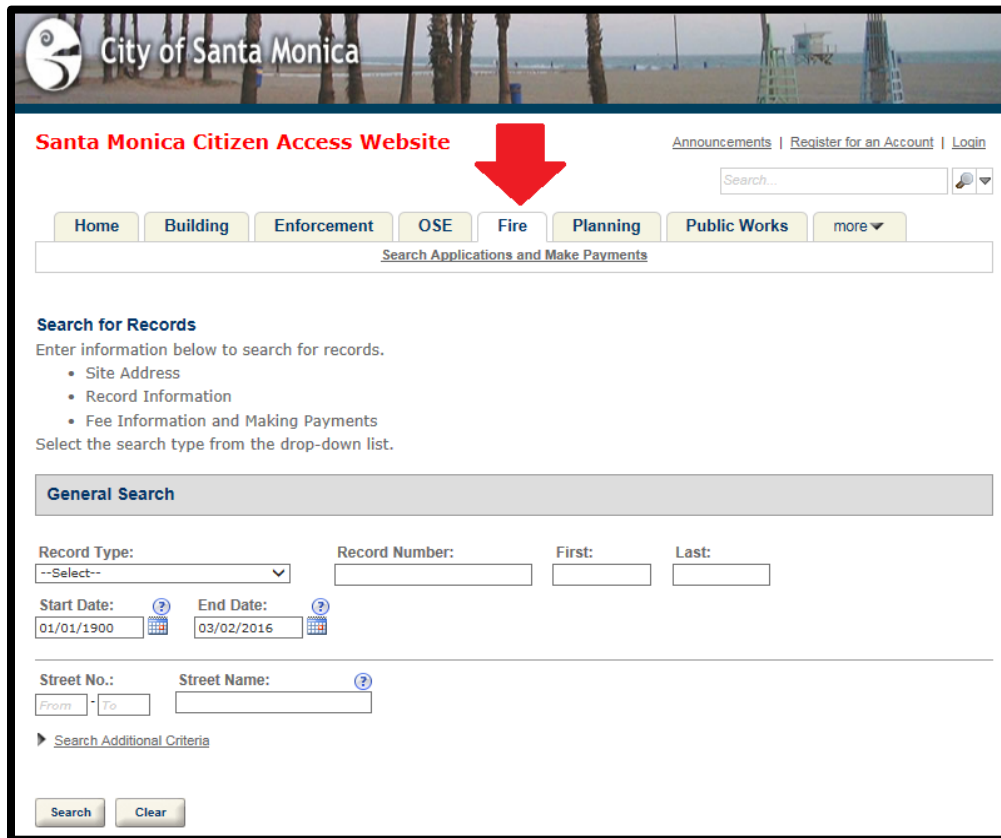


# HOW TO CHECK APPLICATION STATUS

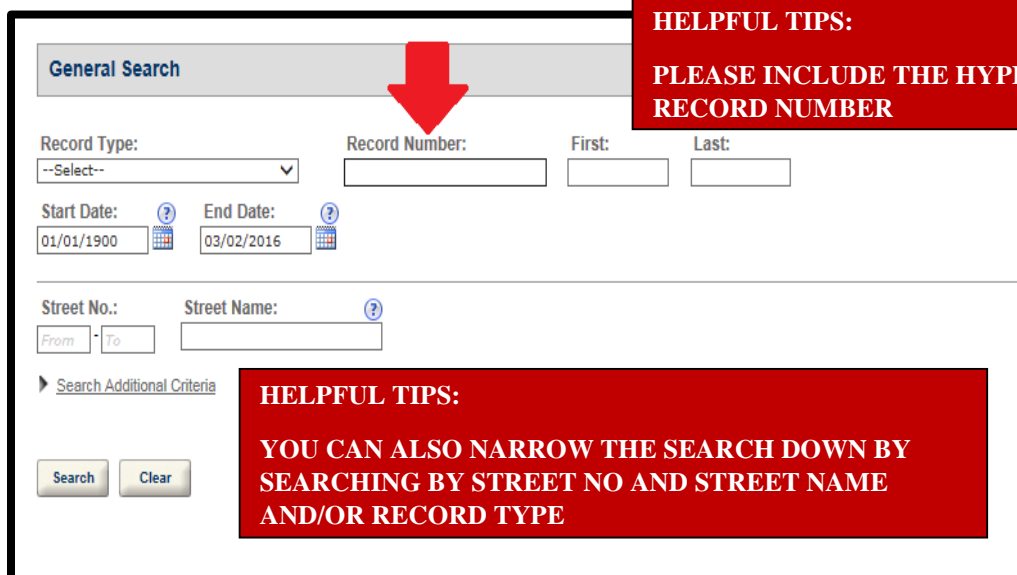
Step 1: Visit [epermit.smgov.net/citizenaccess/](http://epermit.smgov.net/citizenaccess/)

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



The screenshot shows the City of Santa Monica Citizen Access Website. At the top, there is a navigation menu with tabs for Home, Building, Enforcement, OSE, Fire, Planning, and Public Works. A red arrow points to the 'Fire' tab. Below the navigation menu is a search bar and a 'Search Applications and Make Payments' button. The 'Search for Records' section provides instructions on how to search for records and lists search criteria: Site Address, Record Information, and Fee Information and Making Payments. The 'General Search' form includes fields for Record Type, Record Number, First, Last, Start Date, End Date, Street No., and Street Name. There are also 'Search' and 'Clear' buttons at the bottom.

Step 3: Enter your **Record Number/ Permit Number** and click **Search**



The screenshot shows the 'General Search' form with a red arrow pointing to the 'Record Number' field. A red box on the right contains the text: **HELPFUL TIPS: PLEASE INCLUDE THE HYPHEN WHEN ENTERING THE RECORD NUMBER**. Another red box at the bottom contains the text: **HELPFUL TIPS: YOU CAN ALSO NARROW THE SEARCH DOWN BY SEARCHING BY STREET NO AND STREET NAME AND/OR RECORD TYPE**. The form includes fields for Record Type, Record Number, First, Last, Start Date, End Date, Street No., and Street Name, along with 'Search' and 'Clear' buttons.

**Step 4:** The status of your plans will appear as either **Received** or **Issued**.

The screenshot displays a web application interface with a navigation menu at the top containing tabs for Home, Building, Enforcement, OSE, Fire, Planning, and Public Works, along with a 'more' dropdown. Below the navigation is a search bar with the text 'Search Applications and Make Payments'. The main content area shows the record details for 'Record 16EXT-0005: Extinguishing System'. The record status is 'Void', which is highlighted by a red arrow. Below the status, there are five expandable sections: Work Location, Record Details, Fees, Inspections, and Related Records.

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