CITIZEN SELF-SERVICE PERMIT HANDOUT

1. Go to the City of Imperial Beach Citizen Self-Service Portal Registration (https://imperialbeachca-energovpub.tylerhost.net/Apps/SelfService#/register)
2. Enter your desired email (any future submittals/applications will be linked to this email).
   Complete Steps 1 – 4 on the website
   a. after entering your desired email address, you will be asked to confirm via email.

Citizen Self Service New User Account Confirmation   Inbox ×

svc.CSSSMTP@tylerhost.net
to me ▾   1:57 PM (0 minutes ago)

You are receiving this automated e-mail based on a user registration request that we received for the Citizen Self Service tool for our jurisdiction. The purpose of this confirmation is to validate the e-mail address that was provided in the initial user registration process is the correct e-mail address for your user account. Please click the link below to continue to the next step of the user registration process.

Confirm

   b. Click confirm and you will be asked to create a username and password.
   c. Enter your contact information.
   d. Enter your contact address information (not the project site address).
      - Street number = enter only the number of your address.
      - Street name = enter only the street name of your address (do not include street type).
      - Street type = select the street type from the drop-down menu.
      - Enter city, state, zip, county, and address type as applicable.
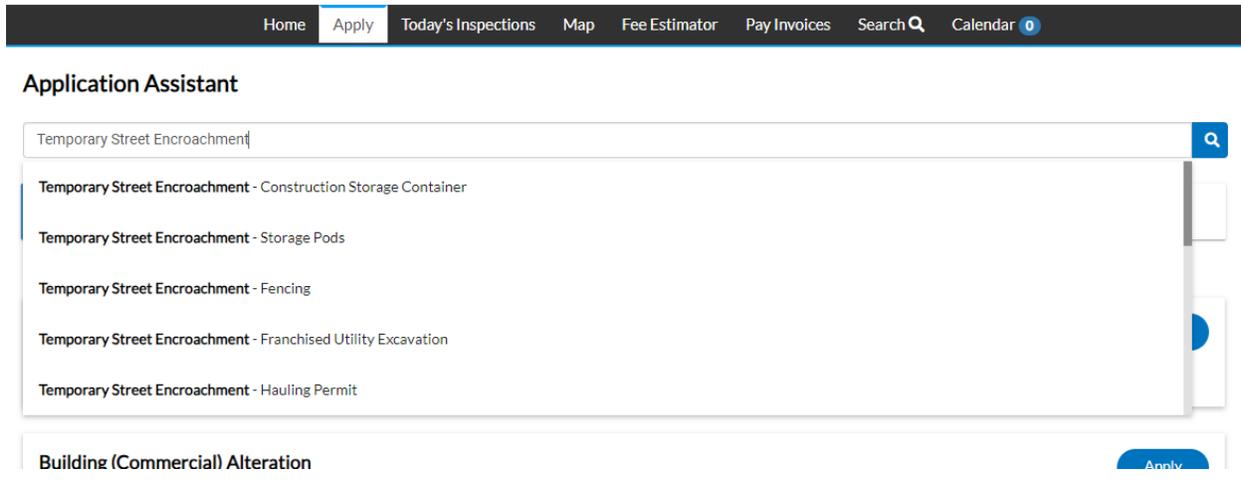   e. Click submit, and this will create your citizen self-service account.

APPLY FOR AN ENCROACHMENT PERMIT

1. On the home screen click on "apply" and a list of permits will appear. Click "All" to expand additional permit types.

2. In the search bar type in "Temporary Street Encroachment" and select the permit type which includes the desired type of work and click on "apply". Additional instructions will be provided on the specific permit types webpage.

3. Please note that all encroachment permits require a site plan to be attached to the application. Your site plan must include the components outlined in this plot plan handout and must be drawn to scale.