How do I apply for a Business License?

Go to our Citizen Self-Service (CSS) portal at https://imperialbeachca-energovpub.tylerhost.net/Apps/SelfService#/home

Click on Apply.

Click on Licenses.

Scroll down until you find the correct License Type or use the search bar to enter **IB**, **OUT** or **Property**.

Which license type is right for my company?

Is your business located in Imperial Beach? –IB Commercial
Is your business operated out of your home? —IB Home Based
Is your business located out of Imperial Beach? —OUT of City
Are you a Contractor located outside of Imperial Beach? – Out of City-Contractor
Is your license for a rental property? –Property Rental
Is the license for short term rental? –Property Rental Short Term Click

on the Apply button.Apply

Register with an email address for the company contact and password.

Complete the requested information about your company for your license.

Attach the required support documents.

After you submit your application, you will receive an email from svc.CSSSMTP@tylerhost.net.

What happens next?

The application will be reviewed. Once accepted an invoice will be sent to the email on file.

How do I make a payment?

Click on the link from your invoice, then the pay now button.

Or click on Apply for Permit/Licenses, then click on Pay Invoice, type in the entire invoice number.

How do I get my Business License?

After the payment is applied to the business license will be sent to the email on record.

How do I renew a Business License?

Log in with your username and password.

Click on Apply for Permit/Licenses, Click on "My Work" in the black menu bar across the screen.

Click on "My Licenses" and scroll down to view the business licenses linked.

Click on the blue "Renew Button" next to license that is about to expire. Follow steps to renew. A number **must** be entered if asked the number of employees or number of units.

#NON-Licensed Employees= Regular Employees
#LICENSED Employees= # of professional staff/owners (doctors, broker, etc.)

If you have questions, please contact the Administrative Services at 619-628-1423 or email buslicense@imperialbeachca.gov. Provide the Business License number and email address.