



REQUIRED FINAL INSPECTIONS INSTRUCTIONS

CITY OF IMPERIAL BEACH

FINAL INSPECTIONS: Approved final inspections are required to be completed by the Public Works Department, Planning Division, and Fire Department prior to scheduling a final inspection with the Building Division. Once all other Department/Division final inspections have been approved, the owner/applicant may schedule the final Building Inspection. Completion of the Building Permit(s) and issuance of the Certificate of Occupancy for the project will not be considered until all Departments/Divisions have completed and approved the final inspections.

PROCESS: To schedule a final inspection with each Department through the online Citizen Self Service (CSS) portal (<https://imperialbeachca-energovpub.tylerhost.net/Apps/SelfService#/home>). Complete the following steps:

1. Login to the CSS portal account
2. Click on the permit the inspection is being requested for under the "Active" Section
3. Click on the "Inspections" tab located under the blue box with permit information
4. Check the box next to the inspection being requested in the "Action" column
5. Click on the "Request Inspection" button
6. Select the date requested and if requesting for an "AM" or "PM" inspection
7. Click Submit
8. On the day of, requestors can verify the inspection has been scheduled for the date requested on the CSS portal, by clicking on the "[Today's Inspection](#)" button for a list of all inspections to be performed on that date

The relevant contact information for each Department has been provided below for any questions.

A REQUEST FOR FINAL INSPECTION MUST BE SCHEDULED AT LEAST 24 HOURS IN ADVANCE OF THE REQUESTED DATE. NOTE, NO INSPECTIONS ARE CONDUCTED ON FRIDAYS. PLEASE ENSURE ALL PROJECT REQUIREMENTS HAVE BEEN MET PRIOR TO REQUESTING FINAL INSPECTION.

PUBLICS WORKS DEPT: Mike Deugan, Acting Public Works Inspector
Phone: (619) 551-8005
mdeugan@imperialbeachca.gov

SEWER DIV:
New sewer connection only Hector Martinez, Sewer Supervisor
Phone: (619)423-8311
hmartinez@imperialbeachca.gov

PLANNING DIV: Ryan Pua, Associate Planner
Phone: (619) 628-1356
rpua@imperialbeachca.gov

FIRE DEPT: Tom Santos, Fire Marshal
Phone: (619) 628-1392
tsantos@imperialbeachca.gov

BUILDING DIV: Building Inspection Request Line
Phone: (619) 628-1360
ibinspections@imperialbeachca.gov