



City of Imperial Beach, California

COMMUNITY DEVELOPMENT DEPARTMENT - BUILDING DIVISION

825 Imperial Beach Blvd., Imperial Beach, CA 91932 Tel: (619) 628-1357/0882 Fax: (619) 424-4093

PLAN CHANGE INFORMATION BULLETIN

Plan Change Process

Approved plans and specifications shall not be changed, modified, or altered without authorization of the City. All changes, modifications or alterations to the approved plans and specifications during construction must be reviewed and approved by the City prior to being incorporated into the construction documents.

Submittal Requirements

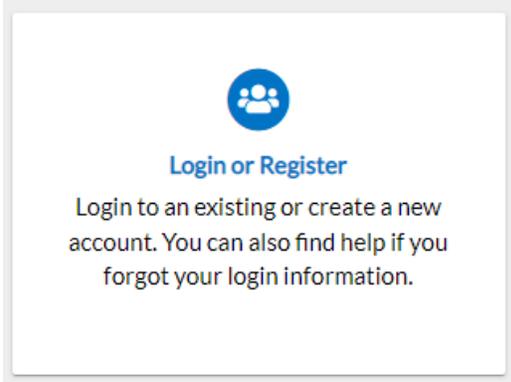
1. One electronic plan set for review (all sheets + changes) will be required.
 - a. The title sheet should include a “plan change/as-built” scope of work. The scope of work should include what sheets were affected by the changes.
 - b. All revisions shall be clearly marked by clouding ONLY the revised work and identifying the clouded area with a numbered Delta symbol, including changes to the sheet index. Any changes to the drawings not clouded will not be considered a part of the approved change.
 - c. All revision Clouds and Deltas from previously approved construction changes shall be removed.
 - d. Any added sheets shall be clearly marked by clouding the new sheet number and identifying the clouded area with a numbered delta symbol. New sheets shall be added to the sheet index and be clouded.
 - e. Submit a copy of any relevant revised calculations and reports with a copy of the original approved calculations and reports.
 - f. All revised drawings and calculations shall be signed and sealed/stamped by the appropriate licensed design professionals associated with this project or the construction change.
 - g. Upon submittal, the Building Division will review the completeness of the submittal.

Fees

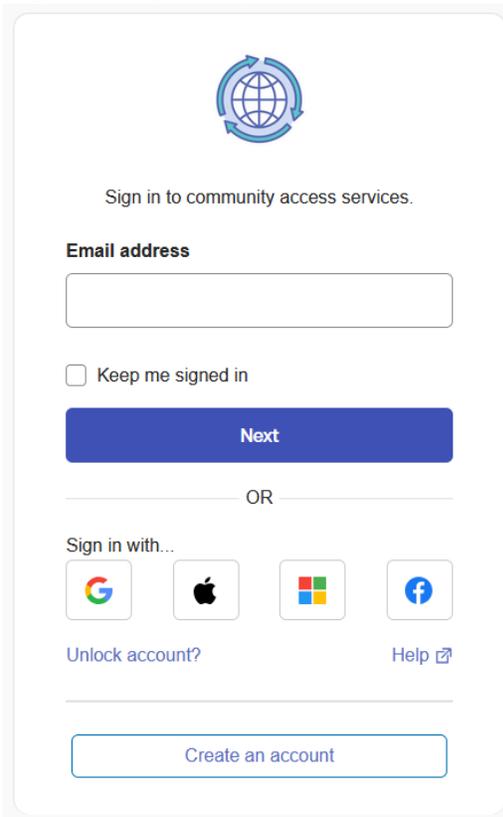
1. A non-refundable hourly plan check fee will be assessed at the time of submittal and must be paid prior to review. If a project requires multiple reviews, each review will require an additional plan check fee. The reviewers may assess additional hourly fees as needed. If the change results in additional square footage, additional permit fees, development impact fees, and school fees may also apply.

HOW TO SUBMIT FOR A PLAN CHANGE

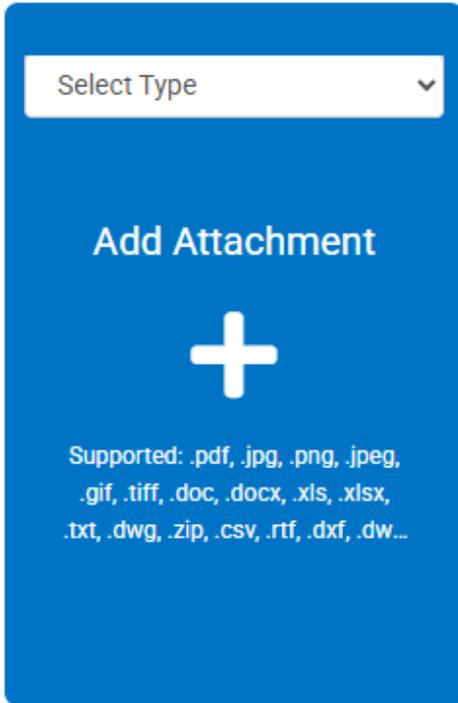
1. Go to the [City of Imperial Beach Citizen Self-Service Portal main page](#).
2. On the HOME tab click on “Login or Register”



3. Login to the permit portal



4. After logging in click “Dashboard”.
5. Under “My Permits” either select “Attention” or “Pending”.
6. Under “My Work” and “My Permits” click your permit.
7. After clicking your permit, click “attachments”.
8. Under attachments, upload documents using the blue “Add Attachment” box (see below).



9. After uploading your document, click the blue submit button.

For any questions or comments regarding this process, please reach out to Casey Hudkins at (619) 213-1626 or jphilipps@imperialbeachca.gov