



# City of Imperial Beach, California

COMMUNITY DEVELOPMENT DEPARTMENT

825 Imperial Beach Blvd., Imperial Beach, CA 91932 Tel: (619) 628-1356 Fax: (619) 424-4093

## 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 x



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 PLANNING DEVELOPMENT PERMITS

1. On the home screen click on “apply” and drop-down menu of Planning permits will appear under “PLANS”. If the desired permit is not shown on the drop-down menu, click (all) to expand additional permit types.

Dashboard Home **Apply ▾** My Work Today's Inspection

PERMITS	PLANS	LICENSES
<ul style="list-style-type: none"><li>&gt; Building (Commercial) Addition</li><li>&gt; Building (Commercial) Alteration</li><li>&gt; Building (Commercial) Fence/Freestanding Wall/ Retaining Wall</li><li>&gt; Building (Commercial) New</li><li>&gt; Building (Commercial) New (Mixed Use)</li><li>&gt; All (76)</li></ul>	<ul style="list-style-type: none"><li>&gt; Administrative Sign Permit</li><li>&gt; Land Use</li><li>&gt; Land Use - Administrative Level</li><li>&gt; Pre-Application Review</li><li>&gt; Temporary Outdoor Sales Permit</li><li>&gt; All (6)</li></ul>	<ul style="list-style-type: none"><li>&gt; IB Commercial - Advertising-Billposting/Benches</li><li>&gt; IB Commercial - Amusement and Recreation</li><li>&gt; IB Commercial - Automotive Dealers</li><li>&gt; IB Commercial - Business Services</li><li>&gt; IB Commercial - Check Cashing Services</li><li>&gt; All (83)</li></ul>

2. Select the desired permit type and click on “apply”. Additional instructions will be provided on the specific permit types webpage.