



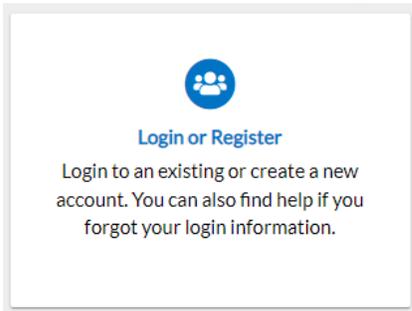
City of Imperial Beach, California

COMMUNITY DEVELOPMENT DEPARTMENT - BUILDING DIVISION

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

HOW TO REGISTER FOR AN ACCOUNT & APPLY FOR A BUILDING PERMIT

1. Go to the City of Imperial Beach Citizen Self-Service Portal main page (<https://imperialbeachca-energovpub.tylerhost.net/Apps/SelfService#/home>)
2. On the HOME tab click on “Login or Register”



3. Click on “Register Here”

4. Enter your email address (any future permit applications/licenses will be linked to this email) and follow the instructions on screen.
5. After account creation go to APPLY -> PERMITS.
6. On the permit category page, select the permit type that is the most applicable to your scope of work and click apply (BLUE BUTTON).
7. After clicking on apply, follow the instructions on the screen and submit your permit application.

Supplemental document links for building permits:

1. [Owner-Builder Application](#)
2. [Request for Soils Waiver](#)
3. [Waste Management Plan Form](#)
4. [San Diego Regional Hazardous Materials Questionnaire](#)
5. [Permit Requirements and Exemptions Handout](#)
6. [Structural Criteria for Residential Flushed-Mounted Solar Arrays](#)

The turnaround time for minor permits that do not require the submittal of building plans is 2 business days, provided that the submitted application is deemed complete