



City of Imperial Beach, California

COMMUNITY DEVELOPMENT DEPARTMENT

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

WHAT TRIGGERS A COASTAL PERMIT FOR ACCESSORY DWELLING UNITS?

1. New construction attached Accessory Dwelling Unit (ADU) if located in the Coastal Zone.
2. New construction detached Accessory Dwelling Unit (ADU) if located in the Coastal Zone.
3. Existing permitted unhabitable space (e.g garage, storage, patio cover) into an Accessory Dwelling Unit (ADU) if located in the Coastal Zone.
4. Garage to Junior Accessory Dwelling Unit (JADU) if located in the Coastal Zone.

How to determine if the property is located in the Coastal Zone?

1. Go to the Imperial Beach Parcel Viewer: <https://imperialbeachca.mapgeo.io/datasets/public-access>
2. Click on "THEMES".
3. Toggle "Coastal Zone Jurisdiction".
 - a. Green Zone = Administrative Coastal Permit applied through the City of Imperial Beach.
 - b. Red Zone = Administrative Coastal Permit applied through the City of Imperial Beach. However, the California Coastal Commission can appeal the city's decision on a project.
 - c. Blue Zone = California Coastal Commission Jurisdiction. The Coastal Permit is applied through the California Coastal Commission and **not** through the City of Imperial Beach.
4. In the search bar on the top right corner, type in the project address or Assessor's Parcel Number.
5. If a project triggers a Coastal Permit, the Coastal Permit must be approved prior to Building Permit Application.
6. Concurrent processing (applications to Planning and Building) is available. Please contact staff for the process.
7. Review time = 30 calendar days from the date payment.
8. Cost of an Imperial Beach Coastal Permit for ADUs = \$1,000.00 Developer Fee (Additional fees may be due if multiple reviews/tasks are required).

To apply for a Coastal Permit, please use the portal here: <https://imperialbeachca-energovpub.tylerhost.net/Apps/selfservice/ImperialBeachCAProd#/home>

1. Create an account (if you haven't done so already).
2. Go to Apply -> Plans -> Land Use - Administrative Level -> Apply
3. The webpage will have instructions on the screen as you move forward.
4. You will need the following items to upload as attachments.
 - a. Plans (site plan, landscaping plan, existing floor plan, proposed floor plan, exterior building elevations, roof plan).
 - b. Grant deed (typically obtained from the County of San Diego Assessor Office or Property Owner).
 - c. Preliminary Title Report (typically obtained from a Title Company, must be dated within 90 days).
 - d. [Completed Discretionary Permit Application Package](#)
5. You will need to drop off a Public Notice Package to the City of Imperial Beach's Community Development Department after an application has been applied for online.
 - a. Please refer to page 9 of [Discretionary Permit Application Package](#)
 - b. You can attention the package to:
 - i. Reyna Ayala rayala@imperialbeachca.gov
 - ii. Ryan Pua rpua@imperialbeachca.gov
 - c. Drop off times are Monday to Thursday (7:30 AM – 9:00 AM and 3:30 PM to 5:00 PM).