



# 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 SUBMIT A BUILDING PLAN REQUEST

1. Complete the "[View or Duplicate Building Plans Application](#)".
  - a. This document would need to be uploaded to the permit portal.
2. Create an account on the [City of Imperial Beach Permit Portal Website](#).
3. After account creation, do the following steps:
  - a. Click "Apply".
  - b. In the search bar, type "Duplicate Plan Request".
  - c. Depending on your request, either select
    - Duplicate Plan Request (Residential) or Duplicate Plan Request (Commercial)

### Duplicate Plan Request (Residential)

Category Name:	Description:
Building - Residential	Duplicate Plan Request (Residential)

Apply

### Duplicate Plan Request (Commercial)

Category Name:	Description:
Building - Commercial	Duplicate Plan Request

Apply

4. Click apply and follow the steps on the webpage.
5. The processing fee is \$246.00.
6. Please know that the processing time is 30 calendar days from the date of payment.

If you have any questions, feel free to contact the staff members below:

Building and Planning Technician, James Philipps [jphilipps@imperialbeachca.gov](mailto:jphilipps@imperialbeachca.gov) (619) 213-1626

Building Inspector: Peter Viney, [pviney@imperialbeachca.gov](mailto:pviney@imperialbeachca.gov) , (619) 628-0882