



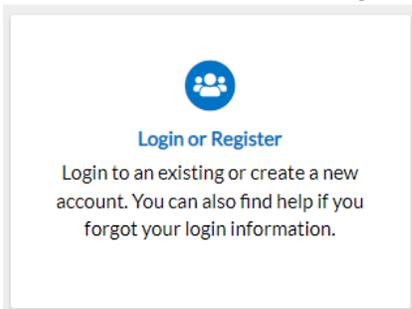
City of Imperial Beach, California

COMMUNITY DEVELOPMENT DEPARTMENT

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HOW TO REGISTER FOR AN ACCOUNT & APPLY FOR A PLANNING 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 -> PLANS.
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 planning permits:

1. [Application - Discretionary Permit Application Package City Council \(PDF\)](#)
2. [Application - Planning Permit Application Administrative Review \(PDF\)](#)
3. [Application - Urban Lot Split \(PDF\)](#)
4. [City of Imperial Beach Zoning Map \(PDF\)](#)
5. [Imperial Beach Parcel Viewer](#)