



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

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

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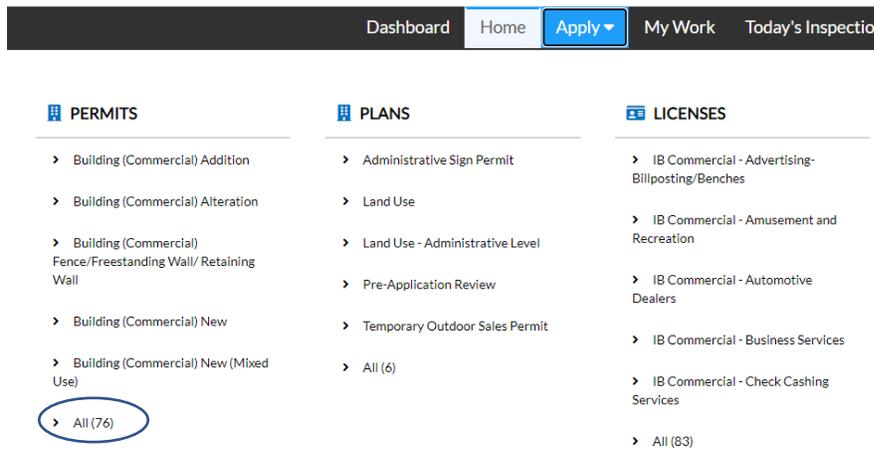
You are receiving this automated e-mail based on a user registration request that we received for the Citizen Self Service tool for our jurisdiction. The purpose of this confirmation is to validate the e-mail address that was provided in the initial user registration process is the correct e-mail address 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 BUILDING PERMITS

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



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