



# 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

---

## ONLINE DISCRETIONARY PERMIT SUBMITTAL, PAYMENT AND ISSUANCE PROCESS

---

The City of Imperial Beach has moved to entirely online processing of permits, plan checks, payments, and inquiries as City Hall and other public facility buildings are temporarily closed in an effort to try and mitigate the impacts of COVID-19 in our community. In order to submit, pay for or obtain a permit, please follow the process below. Please keep in mind that this online process is fluid and is subject to change at any time.

City staff will notify you via email within two (2) business days if your application meets the minimum submittal requirements. Once staff has taken in your submittal you will be notified via email within 30 calendar days regarding the completeness of your project application. Should you have any questions regarding this process, please contact Meagan Openshaw at [mopenshaw@imperialbeachca.gov](mailto:mopenshaw@imperialbeachca.gov).

### **Discretionary Permits (Planning Submittals)**

If you intend on developing a property in the City of Imperial Beach, you must first get the proper discretionary permits and approvals. To determine the types of permits that are needed for your project, contact Meagan Openshaw at (619) 628-0858 or [mopenshaw@imperialbeachca.gov](mailto:mopenshaw@imperialbeachca.gov).

See below for instructions on how to apply.

#### **A. Discretionary Permit Application Instructions:**

1. Contact Meagan Openshaw at (619) 628-0858 or [mopenshaw@imperialbeachca.gov](mailto:mopenshaw@imperialbeachca.gov) to determine the types of permits needed for your project and the submittal requirements.
2. All required application documents, plans, technical documents, studies, etc. must be submitted 100% electronically either via email or cloud sharing (dropbox, onedrive, etc.)
3. All projects will need to have the following submitted:
  - a. Completed Discretionary Permit Application
    - i. The application can be downloaded on our website, visit: [https://www.imperialbeachca.gov/comm\\_dev\\_forms](https://www.imperialbeachca.gov/comm_dev_forms), click "Planning Division Forms and Applications", click on "Discretionary Permit Application Package". You must download and fill out this application. Alternatively, you may print and fill out this application by hand. Note that you will need to scan it to send in.
    - ii. The following forms are included in the Discretionary Permit Application Package:
      1. Discretionary Permit Application
      2. Environmental Information Form
      3. Ownership Disclosure Form

4. Instructions/Requirements for the Public Notice Package
      - a. Note, after your project is deemed “complete” by staff you will need to schedule an appointment with Planning Staff to submit your Public Notice Package to the Community Development Department.
    5. Storm Water Management Plan Form
  - b. Preliminary Title Report
  - c. Recorded documents for any identified easements on site
  - d. Grant Deed
  - e. Topography Map
  - f. Colored rendering(s) of the project
  - g. Materials Board (As required)
  - h. Site Plan (Existing and proposed)
  - i. Elevation Plans
  - j. Floor Plans
  - k. Landscape Plans (Must meet MWELo requirements)
  - l. Roof Plans
  - m. Contact staff to determine if your project requires the following items:
    - i. EDCO “will serve” letter
    - ii. Waste Management Plan
    - iii. Grading Plans
    - iv. Geotechnical Report
4. Each project may require different discretionary permits which have different submittal requirements in addition to the above list. If it is unclear which permits your project requires, contact City Planning staff.
  5. Email your completed discretionary permit application package, plans, technical documents, and studies to [mopenshaw@imperialbeachca.gov](mailto:mopenshaw@imperialbeachca.gov).
  6. Upon submittal, City staff will review your application to determine if the application contains all required items for the submittal.
  7. If the application is missing any items or does not meet the minimum submittal requirements, the submittal will not be accepted, and corrections will need to be made.
    - a. Applicants can schedule a pre-application meeting with Planning Staff to ensure that the application is ready to be submitted.
  8. Once the application has been taken in for review, staff will send you an invoice with the amount due.
    - a. The application will not be reviewed until verification of payment is received.
    - b. Please note that the invoice will be for the initial developer deposit. If the project has remaining funds after the project is finished, the applicant may request a refund of the remaining funds. Alternatively, if the account runs low prior to the project completion, additional funds will be required to continue review of the project.
  9. Payment – There are two options for payment
    - a. Online Payment - follow the instructions below:

- i. To pay for the developer deposit for your discretionary permit application, visit [www.imperialbeachca.gov/make\\_payment](http://www.imperialbeachca.gov/make_payment)
  - ii. Click on the box titled "Developer Deposit" and fill out the form.
    1. "Project #" – Your project # (Master file number) will be located on the top right of your invoice just under "Project Description", enter the Master File number "XXXX" in the "Project #" Section.
    2. "Deposit Amount" - Enter the amount due specified on your invoice - it will be listed at the bottom right hand corner as the "Total Amount".
    3. Please note that there is a 3% processing fee for all online payments. Payment is processed immediately, and an electronic receipt is emailed directly to City Staff to ensure review begins immediately after payment is remit.
    4. If you are unclear on the breakdown of fees or the total amount due following receipt of your invoice, contact Meagan at (619) 628-0858 or [mopenshaw@imperialbeachca.gov](mailto:mopenshaw@imperialbeachca.gov) for guidance.
  - b. Mailing a check – follow the instructions below:
    - i. Checks must be made out to the "City of Imperial Beach"
    - ii. Include a copy of the invoice and include in the check description the Project number "MF XXXX"
    - iii. You would mail the check to the following address:

Administrative Services Department  
City of Imperial Beach  
825 Imperial Beach Blvd.  
Imperial Beach, CA 91932
    - iv. Please note that while there is no processing fee associated with paying with a check, project review only begins after payment of the invoice has been verified. There may be a delay in your submittal due to checks only being processed on the Thursday of every week.
10. City staff will notify you via email within 30 calendar days regarding the completeness of your project application.
- a. You will receive either an "Incomplete letter" that will provide comments, corrections, and conditions for your project; or
  - b. You will receive a "Complete letter" indicating that the project has been deemed complete and is ready for the next steps.

## **B. Next Steps:**

When your project has been deemed "complete", City staff will contact you with your next steps. The next steps differ if your project is being reviewed Administratively by the Community Development Department or requires a Public Hearing.

1. For projects reviewed Administratively by the Community Development Department, do the following:

- a. Schedule an appointment with Planning Staff to submit your Public Notice Package to the Community Development Department.
  - b. Planning Staff will send a public notice to all property owners within a 300-foot radius of the project site and all occupants within a 100-foot radius informing them of the project.
  - c. Members of the public have a minimum of ten (10) calendar days to view and provide comment on your project.
  - d. On or after the ten (10) day comment period comes to an end, the Community Development Department would consider the permits you have applied for and render a decision on the project.
  - e. A Decision Letter would be sent to you along with an affidavit.
  - f. You would need to sign and notarize the affidavit affirming that you agree with the conditions listed in the Decision Letter.
  - g. The signed and notarized affidavit would need to be emailed back to the Planning Staff that sent the Decision Letter within 30 days.
  - h. Once this is completed, you can submit to the Building Division.
2. For projects that require a Public Hearing, do the following:
- a. Schedule an appointment with Planning Staff to submit your Public Notice Package to the Community Development Department.
    - i. Projects that require approval from the Design Review Board, Tidelands Advisory Board, and/or City Council will need a public notice package for each meeting. Contact staff for assistance with determining the number of public notice package(s) will be needed for your project.
  - b. Prior to each meeting, staff will send a public notice to all property owners within a 300-foot radius of the project site and all occupants within a 100-foot radius informing them of the project.
  - c. Coordinate with Planning staff to determine when the project would be taken to which meeting.
  - d. Once the project is approved by Resolution, the applicant would be sent the signed Resolution and an affidavit.
  - e. You would need to sign and notarize the affidavit affirming that you agree with the conditions listed in the Resolution.
  - f. The signed and notarized affidavit would need to be emailed back to the Planning Staff within 30 days.
  - g. Once this is completed, you can submit to the Building Division.

If you are unclear on the process or have any questions, contact Meagan Openshaw at (619) 628-0858 or [mopenshaw@imperialbeachca.gov](mailto:mopenshaw@imperialbeachca.gov) for guidance.