

Temporary Encroachment Permits (TEP)

If you need to perform work in the public right-of-way, you must first apply for an encroachment permit. Types of work that require an encroachment permit include but are not limited to:

- Construction Storage Containers
- Storage Pods
- Landscaping
- Waste Dumpsters
- Tree Removal
- Fencing
- New driveways, curb cuts, or gutter work
- New utility connections/poles

To apply for an encroachment permit, see section A. If you have been contacted by staff to activate your encroachment permit, see Section B.

A. Temporary Encroachment Permit Application Instructions:

You will need to submit the following:

1. A set of electronic plans illustrating your proposed work in the right-of-way.
2. A completed TEP Application saved in PDF format.
 - a. The application can be downloaded on our website, visit: https://www.imperialbeachca.gov/comm_dev_forms, click “Planning Division Forms and Applications”, click on “Encroachment Permit Application”. 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.
 - b. Email your completed application and plans to comdev@imperialbeachca.gov.
 - c. If you have questions about your application, including scope of work or fees, contact Reyna Ayala at (619) 628-1356 or comdev@imperialbeachca.gov
3. Upon submittal, City staff will review your application and send you an invoice with the amount due.
4. Payment - follow the instructions below:
 - a. To pay for your encroachment permit application, visit www.imperialbeachca.gov/make_payment
 - b. Click on the box titled “Temporary Encroachment Permit” and fill out the form.
 - i. “Project #” – Your project # will be located on the top right of your invoice just under “Statement of Amount Due”, enter “TP20XX”
 - ii. “Deposit/Bond” - If you are submitting a TEP application, enter \$0 in the “Bond/Deposit” field to proceed.
 - iii. “Administration Fee” - Enter the amount due specified on your invoice - it will either be \$25 or \$150.
 - iv. If you are unclear on the breakdown of fees or the total amount due following receipt of your invoice, contact Reyna at (619) 628-1356 or comdev@imperialbeachca.gov for guidance.
5. City staff will notify you once your encroachment permit has been approved and is ready to activate.

B. Encroachment Permit Activation Instructions:

When your TEP is ready to activate, City staff will contact you with conditions or approval and/or an additional invoice. If you received an invoice for a required deposit, follow the instructions below.

1. Bond/deposits are only applicable to tier 2 work categories and the amount due will be specified on an invoice provided to you by City staff upon notification that your TEP is ready to activate. To pay for your deposit/bond, do the following:
 - a. Visit www.imperialbeachca.gov/make_payment, click on the box titled “Temporary Encroachment Permit” and fill out the form.
 - i. “Project #” – Your project # will be located on the top right of your invoice just under “Statement of Amount Due”, enter “TP20XX”.
 - ii. “Deposit/Bond” - enter the “Bond/Deposit” amount specified on your invoice.
 - iii. “Administration Fee” - Enter \$0.
 - iv. If you are unclear on the breakdown of fees or the total amount due following receipt of your invoice, contact Reyna at (619) 628-1356 or comdev@imperialbeachca.gov for guidance.

City staff will issue a TEP permit and inspection instructions following:

1. Receipt of payment for the Administration Fee
2. Receipt of payment of Bond/Deposit amount (if applicable)
3. Submission of your signed conditions of approval

If you have any questions, contact Reyna Ayala at (619) 628-1356 or comdev@imperialbeachca.gov