



City of Imperial Beach, California

COMMUNITY DEVELOPMENT DEPARTMENT - BUILDING DIVISION

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ONLINE BUILDING 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.

Plan review for permits should continue to maintain the typical timeframes of 10 – 14 business days. Should you have any questions regarding this process, please contact Ryan Pua at rpua@imperialbeachca.gov.

Online Permit Process:

1. Complete “[Construction Application](#)” form and submit via email to Ryan Pua: rpua@imperialbeachca.gov
2. Include all supplemental paperwork as required for your project:
 - a. [Owner Builder Form](#)
 - b. SDGE Work Order
 - c. Digital set of Plans in PDF Format
 - d. [Waste Management Plan](#) (if project valuation exceeds \$25,000 or project is 250 square feet or more)
 - e. [Storm Water Management Plan](#)
 - f. [San Diego County Hazardous Materials Questionnaire](#)
3. Should the application or supplemental information be incomplete, you will receive an email request or phone call to provide additional information.
4. Once your application is complete, an invoice detailing the plan check and / or permit fees will be emailed to you at the email address provided on your [Construction Application](#).
5. Visit the City of Imperial Beach “[Make a Payment](#)” webpage and click on the link for “Building Permit Payment.”
 - a. Enter the name of the Applicant in the “Applicant Full Name” box
 - b. Enter the address where the project is located in the “Project Address” box
 - c. Enter the “Application Number” located on the top of your invoice in the “Permit Number” box
 - d. Enter the total amount detailed on your invoice in the “Total Building Permit Fee” box
 - e. Click update totals and submit
 - f. Enter payment details and complete the checkout process
6. Upon the City receiving confirmation that the required plan check and / or permit fees have been paid, the City will commence the plan check associated with your project and / or the permit will be issued.

7. Permit Issuance – You will receive an email confirming that your permit has been issued and an inspection card will be attached. To schedule an inspection, please complete a “[Building Inspection Request](#)” online or call the building inspection request line at 619-628-1360.
8. Plan Check – You will receive an email confirming whether your plan check has been approved or that there are corrections required.
 - a. Plan Check Approval
 - You will receive an invoice with the outstanding permit fees due. Proceed with payment as detailed in step #5 to pay the invoice.
 - Upon payment of the permit fees, the permit will be issued in accordance with step #7
 - b. Plan Check Corrections
 - You will receive an email with required corrections associated with your project
 - You will be required to make the required corrections to your plans and resubmit the revised version. Submit revised plans to Ryan Pua at rpua@imperialbeachca.gov
 - Revised plans will be reviewed for compliance. Depending on whether revised plans are approved or require corrections, follow requirements above.

Forms and Applications:

The following documents can be found on the City of Imperial Beach Community Development Forms & Applications page at www.imperialbeachca.gov/comm_dev_forms:

[Construction Application](#)

[Owner Builder Form](#)

[Waste Management Plan](#)

[Storm Water Management Plan](#)

[San Diego County Hazardous Materials Questionnaire](#)

Alternatively, these forms can be requested via email. Please contact Ryan Pua at rpua@imperialbeachca.gov