



**CITY OF HUNTINGTON BEACH**  
**COMMUNITY DEVELOPMENT DEPARTMENT**

**PLANNING DIVISION**

2000 Main Street  
Huntington Beach, CA 92648  
(714) 536-5271

**REMOTE PROCEDURES FOR PLANNING APPLICATIONS**

The City of Huntington Beach continues to provide essential City services during the coronavirus outbreak. The Planning Division is currently closed to the public, but we are continuing services. To protect the health of our customers and employees, Planning Division staff will work remotely to process your entitlements, permits and conduct plan review.

You can contact the Community Development Department via email at [community.development@surfcity-hb.org](mailto:community.development@surfcity-hb.org), the [MyHB app](#) on your mobile device, the [City website](#), or our online submittal system [HB ACA](#).

The City of Huntington Beach's new electronic permit processing system [HB ACA](#) (Accela Citizen Access) is now open for submittal!

HB ACA provides 24/7 online services for citizens, including:

- \* Permit, Planning and Plan Check Applications
- \* Payment Processing Online
- \* Record Research (for records from 1996-2021)
- \* Project Status
- \* Searching Code Enforcement Records

Please read all instructions for setting up an account and submitting applications online through HB ACA. If you have any questions on the submittal process after reading the instructions link below, please contact us at [community.development@surfcity-hb.org](mailto:community.development@surfcity-hb.org).

[HB ACA Instructions – Before You Apply Online](#)

[HB ACA – Apply Online Here](#)

Code Enforcement Violations May Be Reported Here or via the MyHB app on iOS or Android

## NEW PLANNING ENTITLEMENT SUBMITTALS (GPAs, ZMAs, CUPs, CDPs, IPZRs, Etc.)

### Pre-Application Steps:

1. Contact a City Planner at 714-536-5271 or [community.development@surfcity-hb.org](mailto:community.development@surfcity-hb.org) to discuss application and submittal requirements.
2. Please print and fill out a General Planning Application; the application can be downloaded from: <https://huntingtonbeachca.gov/files/users/planning/New-General-Planning-Application.pdf>
3. Complete other necessary documentation as discussed with City Planner.

### Electronic Submittal:

1. Please submit plans and documents electronically through the [HB ACA](#):
2. A City Planner will contact you with the fees for the application and with further instruction.

### Alternate Submittal Option:

1. Drop off the Planning Application, 12-sets of plans, and all other associated documents in the bin at the entrance to City Hall (Mondays through Fridays between the hours 9:00 AM to 4:00 PM).
2. A Planner will contact you with the fees and with further instruction.

## NEW SUBMITTALS FOR OTHER PLANNING ITEMS (Address Assignments, Landscape Plans, Temporary Signs, Wireless Permits, Etc.)

1. Contact a City Planner at 714-536-5271 or [community.development@surfcity-hb.org](mailto:community.development@surfcity-hb.org) to discuss application and submittal requirements.
2. Please print and fill out the appropriate application form; the application can be downloaded from: <https://huntingtonbeachca.gov/government/departments/planning/applications/index.cfm>
3. Complete other necessary documentation as discussed with City Planner.

### Electronic Submittal:

1. Please submit plans and documents electronically through the [HB ACA](#):
2. A City Planner will contact you with the fees for the application and with further instruction.

### Alternate Submittal Option:

1. Drop off the application form, plans, and all other associated documents in the bin at the entrance to City Hall (Mondays through Fridays between the hours 9:00 AM to 4:00 PM).
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