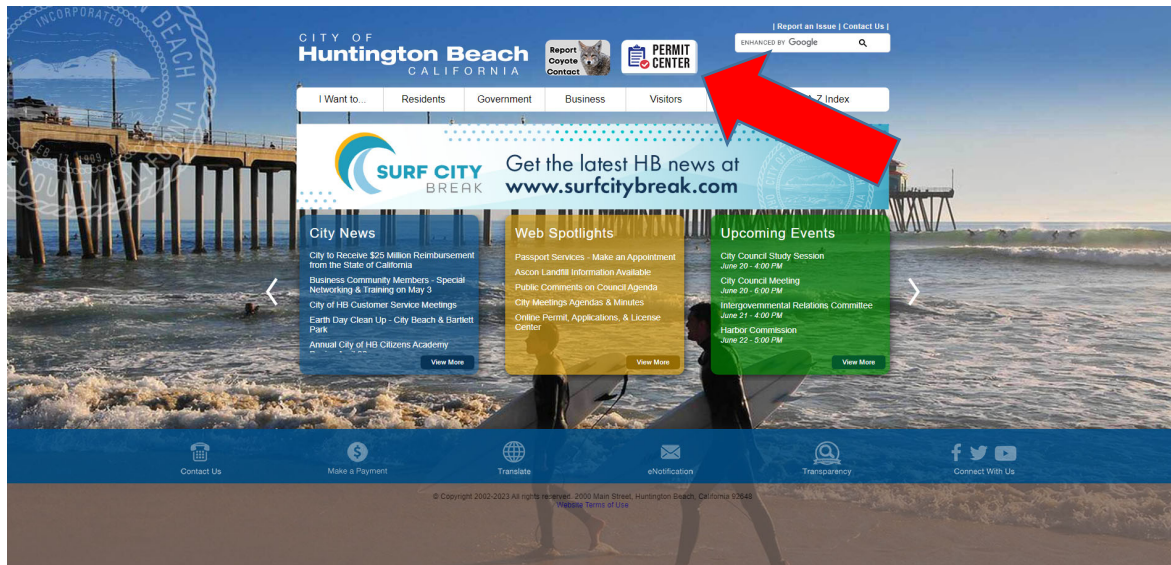


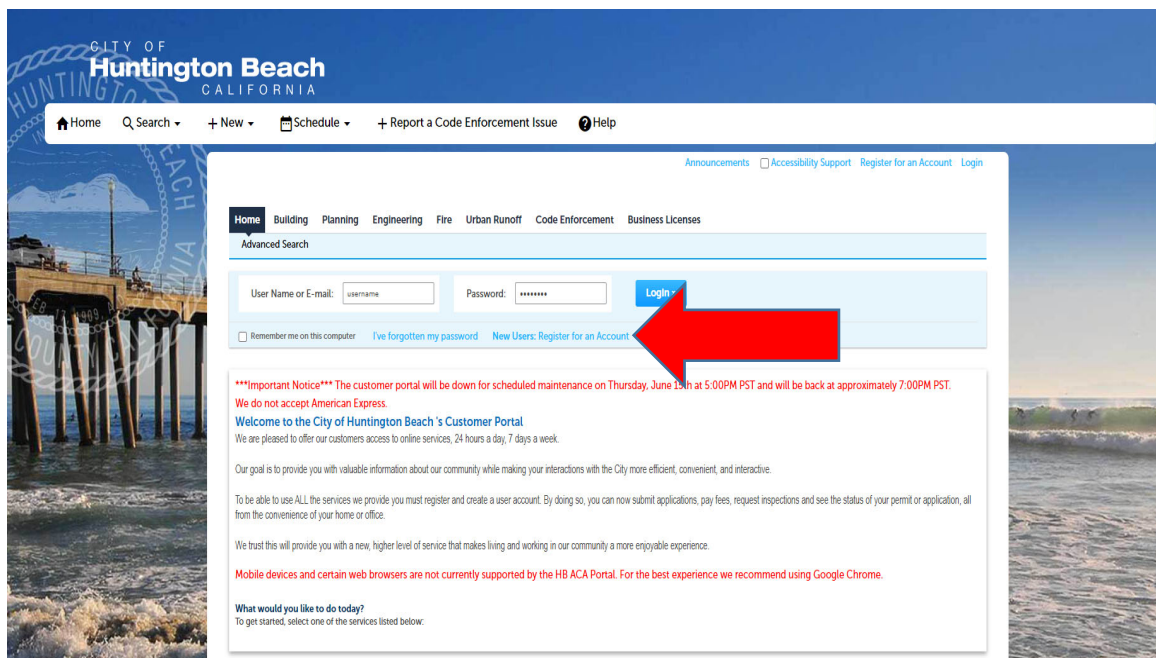
# Create and Submit Pod Permit Applications

For best experience, use Google Chrome on a computer or laptop

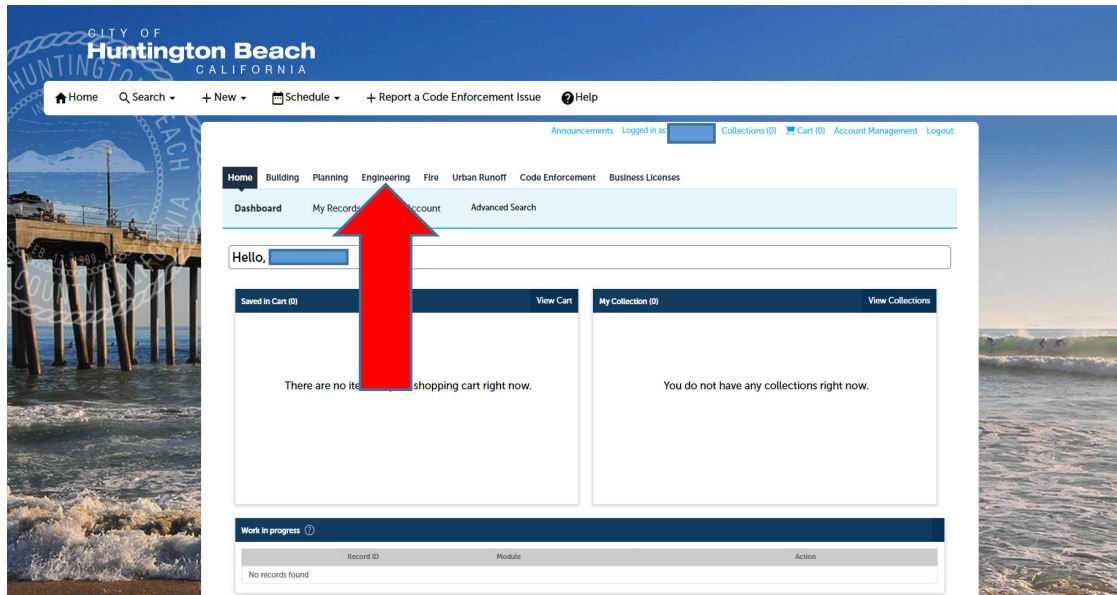
1. Go to the City of Huntington Beach Website
  - a. Link: <https://huntingtonbeachca.gov/>
2. Click on the permit center button (Looks like a blue clipboard with a red checkmark)



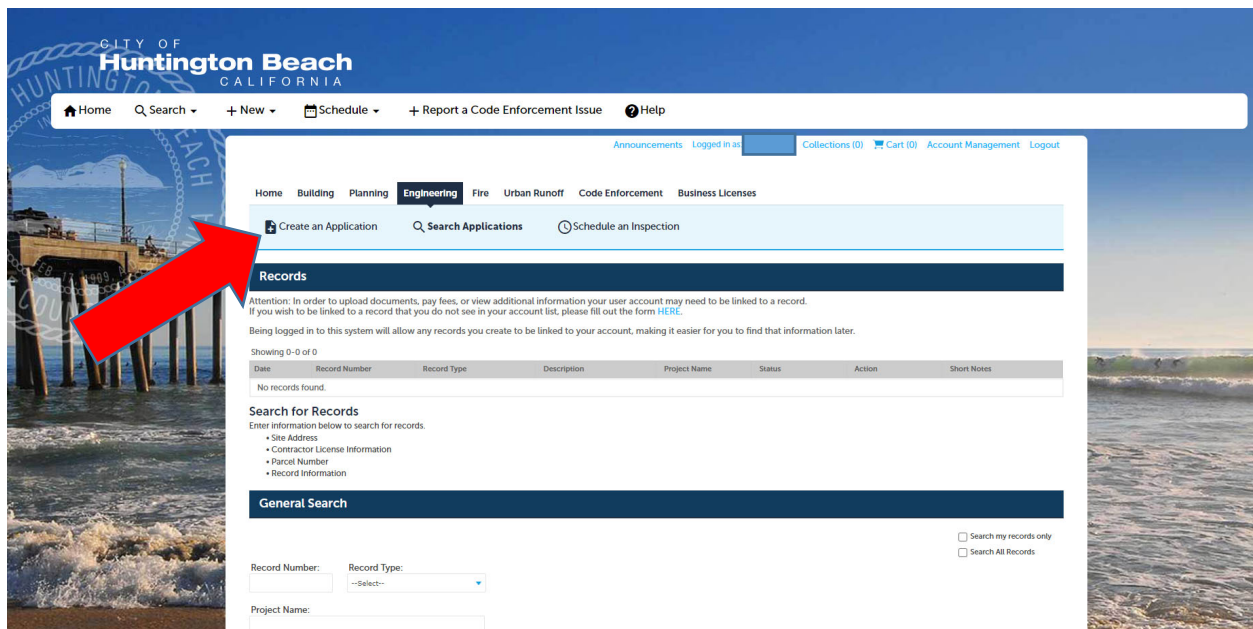
3. Click on “New Users: Register for an Account” (If you already have an account, please skip to step #6)



4. Read disclaimer, click on checkmark, and click on “Continue Registration”
5. Complete account registration
6. Login with your User Name or E-mail and Password
7. Click on the “Engineering” tab



8. Click on “Create an Application”



9. Read disclaimer, click on the checkbox, and continue application

## 10. Click on Storage Bin (1) and Continue Application (2)

The screenshot shows the Huntington Beach City website's 'Select a Record Type' page. The page has a blue header with navigation links: Home, Search, New, Schedule, Report a Code Enforcement Issue, and Help. Below the header, there's a section for 'Select a Record Type' with a search bar and a list of record types. The 'Storage Bin' option is selected, indicated by a blue dot. A red arrow labeled '1' points to the 'Storage Bin' option. Another red arrow labeled '2' points to the 'Continue Application' button at the bottom of the list.

Home Building Planning **Engineering** Fire Urban Runoff Code Enforcement Business Licenses

Create an Application Search Applications Schedule an Inspection

Select a Record Type

Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.

Search

☐ Encroachment ☒ Storage Bin

☐ Engineering Revision ☐ Street Vacation

☐ Final Parcel Map ☐ Temporary Parking Restriction

☐ Final Tract Map ☐ Transportation

☐ Grading

☐ Harbor

☐ Haul Route

☐ PW Lot Line Adjustment

☐ PW Wireless Permit

Continue Application »

## 11. Fill out application information

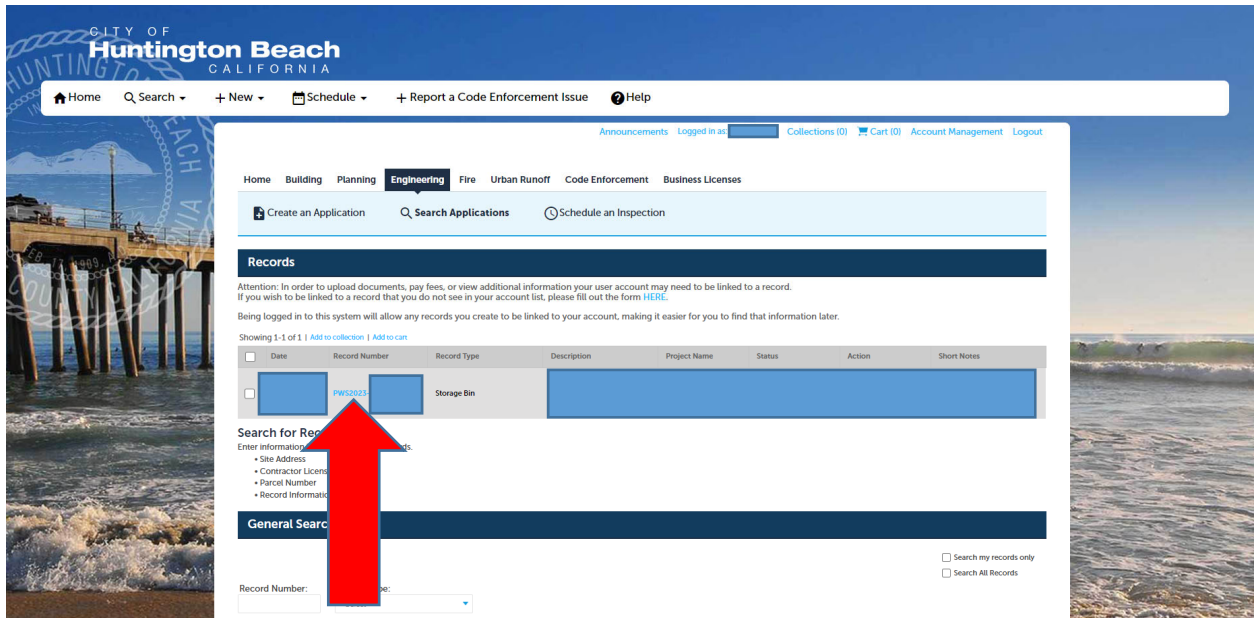
- a. Be sure to include the pod dimensions as well as a sketch/drawing of the pod location with surrounding streets and parking meters
  - i. The drawing can be done with paper and pencil or Google Maps

## 12. Submit Application

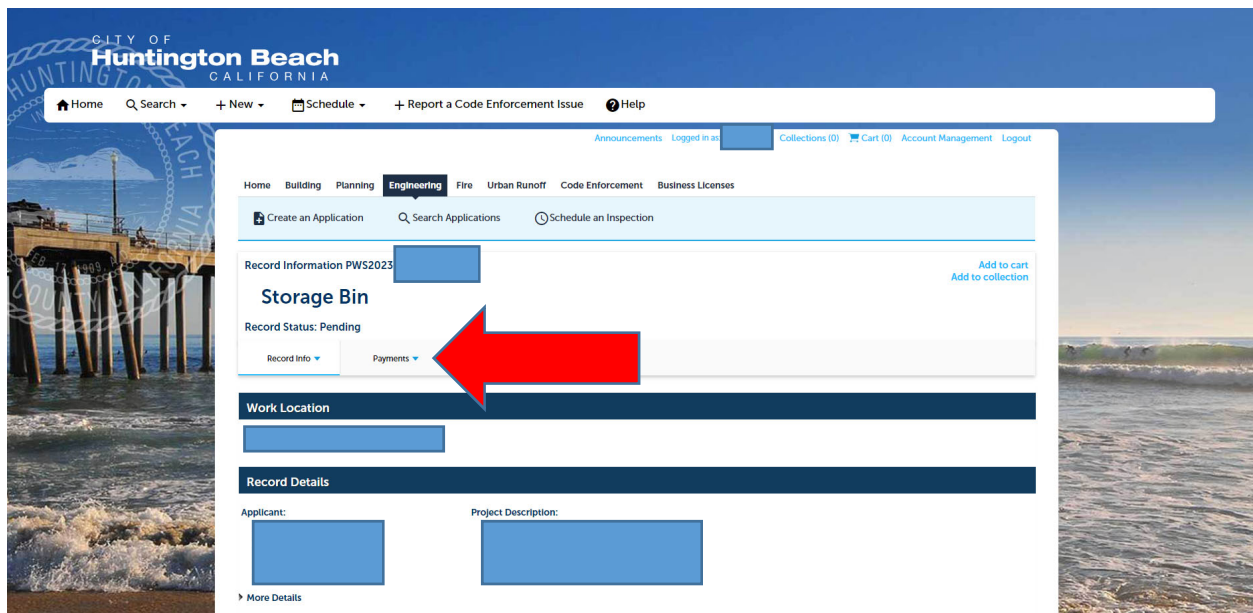
## 13. Wait for City to process application (check your emails to see if your permit is approved and further steps)

## 14. If you receive an approval email, repeat steps 1, 2, 6, and 7.

## 15. Click on your pod permit record to view it



16. Click on Payments



17. Click on Fees



# Storage Bin

Record Status: Pending

Record Info ▼

Payments ▼

Fees

Trust Account  
Information

Work Location

18. Click on Pay Fees

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[+ Create an Application](#) [🔍 Search Applications](#) [🕒 Schedule an Inspection](#)

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Record Information PWS2023 [Add to cart](#) [Add to collection](#)

## Storage Bin

Record Status: Pending

Record Info ▼ Payments ▼

### Fees

Outstanding:

| Date | Invoice Number | Amount |
|------|----------------|--------|
|      |                |        |

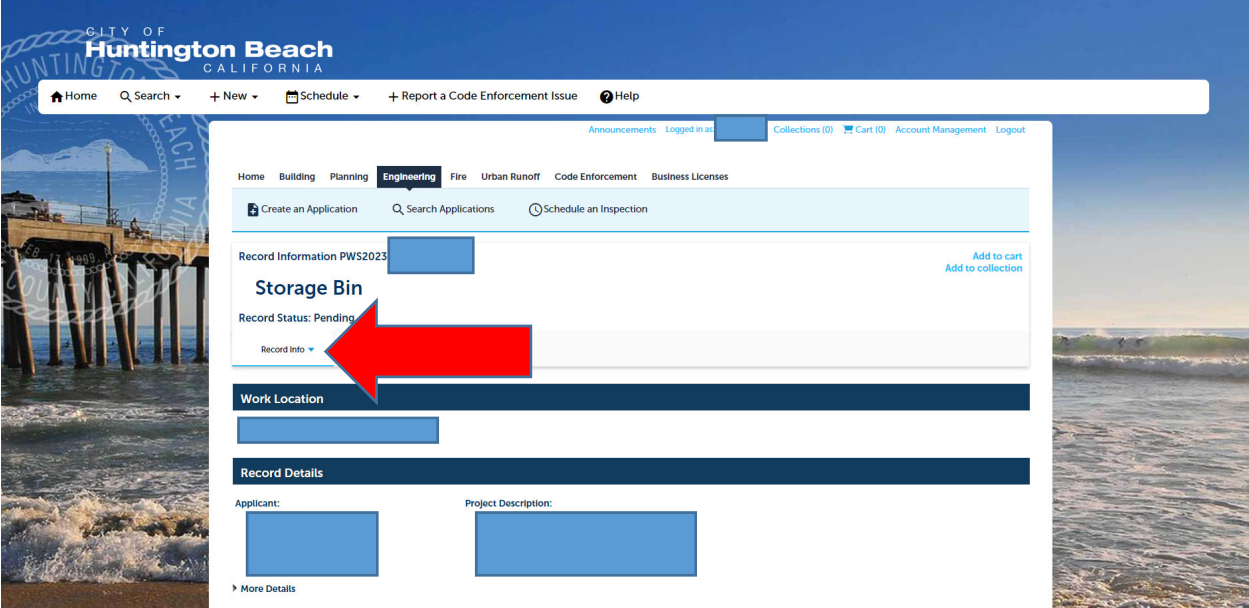
[Pay Fees](#)

19. Check out and pay fees

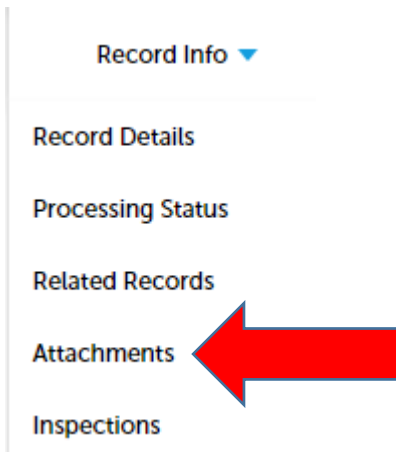
20. Wait for City to process payment and generate permit

21. You will receive an email asking for signing of your permit

22. Repeat steps 1, 2, 6, 7, and 15 and click on Record Info



23. Click on Attachments



24. The unsigned permit will be available there for download

25. Sign the permit and re-upload or email the signed permit back

26. Wait for city to process signed permit

27. Once you receive another conformation email that the permit has been issued, your pod permit is now ready for use.