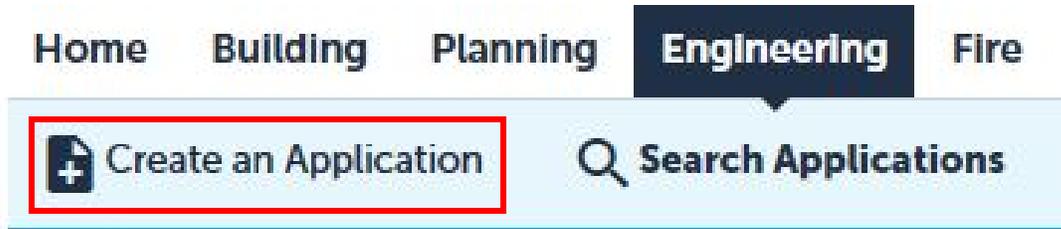


# How to Create and Submit Encroachment Permit Applications

1. Under the Engineering tab, click **CREATE AN APPLICATION**.



2. Under the Online Application section, read the disclaimer, click box to accept the terms, and click **CONTINUE APPLICATION**.

## Online Application

Welcome to the City of Huntington Beach's Online Permitting System. Using this system you can submit and update information, pay fees, s final record all from the convenience of your home or office, 24 hours a day.

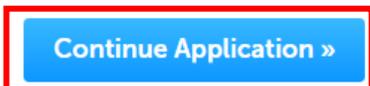
Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application

**General Disclaimer**

While the City of Huntington Beach attempts to keep its Web information accurate and timely, the City of Huntington Beach neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from the City of Huntington Beach as a result of updates and corrections.

← Read Disclaimer

I have read and accepted the above terms. ← Click Box to Accept



← Click to Continue Registration

3. Select **ENCROACHMENT**. Click **CONTINUE APPLICATION**.

**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  **Click Encroachment**

Grading

Transportation

[Continue Application »](#)

4. Under Step 1: People > Contact Details section, enter the applicant contact information. Click **SELECT FROM ACCOUNT** if you are using existing contact information or **ADD NEW** if you are adding a new contact.

### *Step 1: People > Contact Details*

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## Applicant

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.



✓ Contact added successfully.

**Public User**  
publicuser@gmail.com  
Main Phone:  
Mobile Phone:  
Fax:  
[Edit](#) [Remove](#)

5. Click **LOOK UP** under the Licensed Professional Section. When the pop up window opens. Select **ENGINEER** from the License Type drop down menu. Fill out the engineer's information or click **LOOK UP** to select from a list on file. Select appropriate Engineer and click **CONTINUE APPLICATION**.

The image shows a web interface with a sidebar on the left and a main content area. The sidebar has a dark background with white text. The main content area is white and contains a form titled "Look Up License".

**Sidebar:**

- Step 1: People > Contact
- Applicant**
- To add new contacts, click the Select
- ✔ Contact added successfully
- Main Phone:  
Mobile Phone:  
Fax:  
[Edit](#) [Remove](#)
- Licensed Professional**
- To add a new licensed professional
- ⚠ This section is required.
- Look Up** (highlighted with a red box)
- Save and resume later

**Main Content Area: Look Up License**

License Type:  State License Number:

First:  Last:

Name of Business:

Address Line 1:

City:  State:  Zip:

Main Phone:  Mobile Phone:  Fax:

E-mail:  (highlighted with a red box)

**Look Up** (highlighted with a red box) **Clear** [Discard Changes](#)

Select the License Number and click **CONTINUE**.

**Look Up License** >

[Revise Search](#)

Search results:  
Showing 1-10 of 79

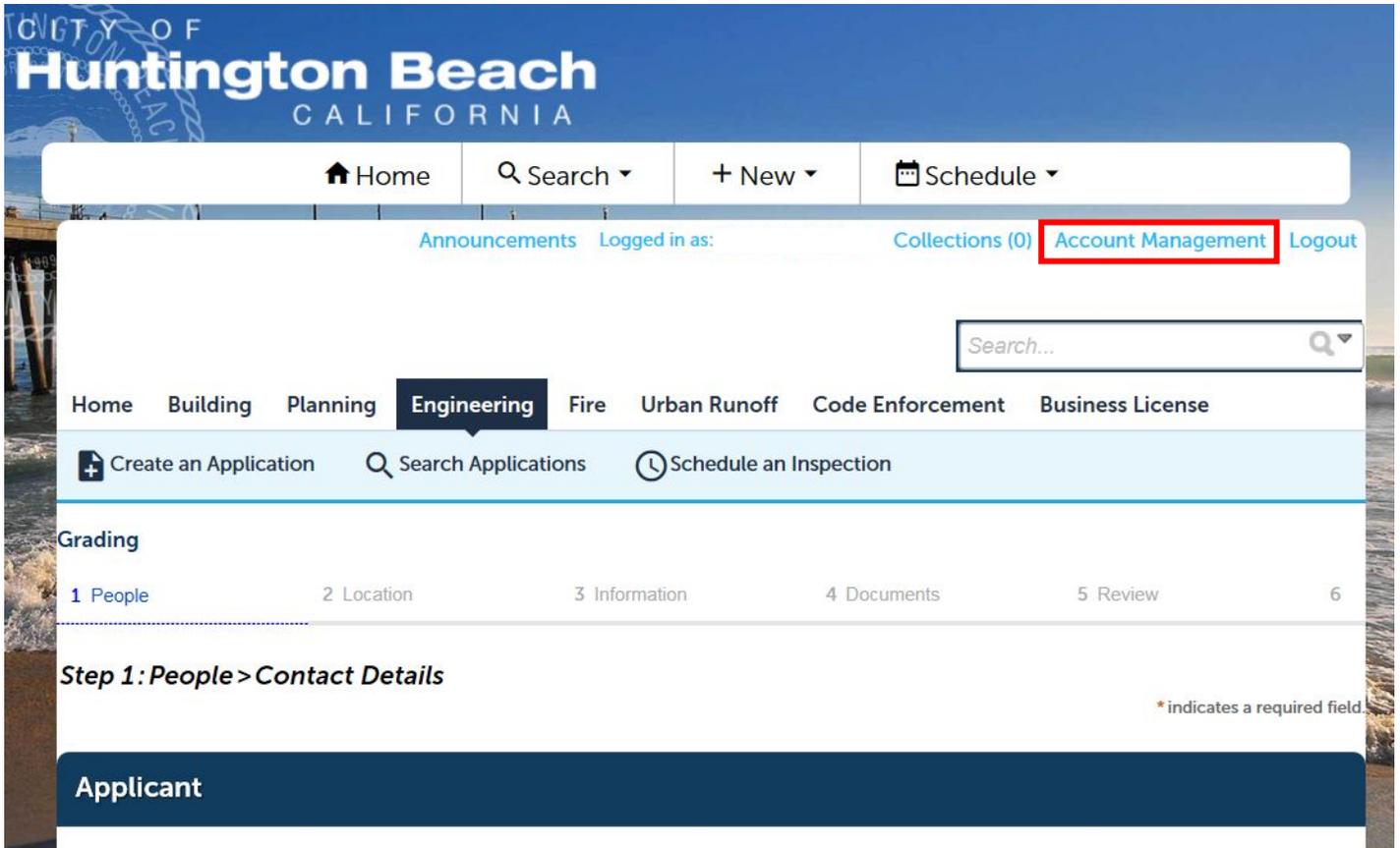
	License Number	License Type	Business Name	Business License #
<input checked="" type="radio"/>	1033612	Contractor	E & A BUILDERS	
<input type="radio"/>	1046085	Contractor	E & M REMODELING	
<input type="radio"/>	1046701	Contractor	A CONSTRUCTION	
<input type="radio"/>	1047755	Contractor	ENVIRONMENT CONTROL SYSTEM	
<input type="radio"/>	254763	Contractor	ABC CONSTRUCTION CO INC	
<input type="radio"/>	255102	Contractor	BALCO HOLDINGS INC	255102
<input type="radio"/>	269354	Contractor	FUEL PROS INC	
<input type="radio"/>	331212	Contractor	ENVIRONMENT & LAND MANAGEMENT	
<input type="radio"/>	372841	Contractor		
<input type="radio"/>	435671	Contractor	J P GERGEN COMPANY INC	

< Prev **1** 2 3 4 5 6 7 8 Next >

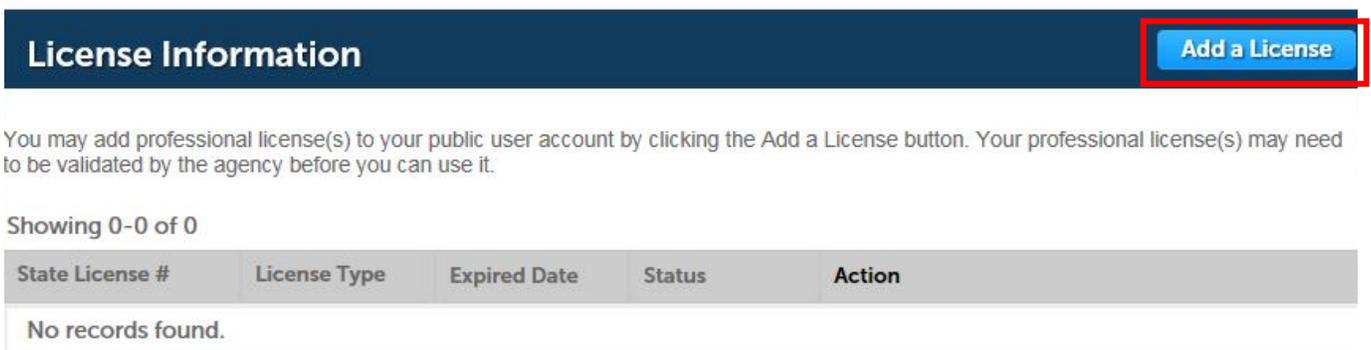
[Discard Changes](#)

After filling out both sections of “Applicant” and “Licensed Professional” Click **CONTINUE APPLICATION**.

5a. If the Licensed number does not appear, click on the right top corner of the screen on **ACCOUNT MANAGEMENT**.



Then click **ADD A LICENSE**.



Select the **LICENSE TYPE** and the **STATE LICENSE NUMBER**. This License Number will now be attached to the account.

**Updating Your Account:  
Adding a License:**

By adding a professional license you may gain access to additional features in the Citizen Portal. Select a license type and enter a license number to look up your license. Your license must be valid and active to be added to your citizen account. If your license does not display, contact the Agency.

In certain circumstances, such as license-right by proxy through an employer, even after identifying your license(s), an Agency employee must perform additional validation. In these cases, your access to certain features of the Citizen Portal may be limited pending approval.

\*

## License Information

\* License Type:

\* State License Number:

Find License

Select **ADD LICENSE TO ACCOUNT**.

**Adding a License:**

\* indicates a required field

## License Information

Showing 1-1 of 1

License Number	Type	Name	Action
			Add License to Account

Search Again »

6. Under Step 2: Location > Location Details section, enter the address (street number and street name) or the Assessor Parcel Number (APN) of the property and click **SEARCH**. \*If the permit is not located at a specific address, skip this step and define street segment/ location in the “Detailed Description” section in the next steps.

**Step 2: Location > Location Details**

Show Map

### Address

\* Street No.:  Direction:  \* Street Name:  Street Type:  Unit No.:

City:  State:  \* Zip:

Search Clear

### Parcel

\* Parcel Number:

Search Clear

**Continue Application »**

A pop-up window with search results will appear. Mark the circular buttons to identify the correct address and click **SELECT**.

If the search does not return the expected results, click cancel, then clear, and enter in new criteria and search again.

Click **CONTINUE APPLICATION**.

### Address Search Result List

#### Addresses

Showing 1-3 of 3

	Address
<input checked="" type="radio"/>	7000 Norma Dr Huntington Beach CA 92647
<input type="radio"/>	7000 Norma Dr Huntington Beach CA 92647
<input type="radio"/>	7000 Norma Dr Huntington Beach CA 92647

#### Associated Parcels

Showing 1-1 of 1

	Parcel Number	Lot	Block	Subdivision
<input checked="" type="radio"/>	142-243-47	1		3214

#### Associated Owners (Not Available)

Showing 1-1 of 1

<input checked="" type="radio"/>
----------------------------------

7. Under Step 3: Information > Details section, enter the **APPLICATION NAME** and detailed description. Click **CONTINUE APPLICATION**.

*Step 3: Information > Details*

**Detail Information**

Application Name:

Detailed Description:

[spell check](#)

Application Name and Description

**Continue Application »**

If the permit location is not a specific address, then define street segment/location in the detailed description.

- Under Step 4: Documents > Documents section, click **ADD** if attaching any relevant documents (i.e. Soils Reports, Grant Deeds, etc.) Click **ADD** on the pop-up window and choose file from your computer. Click **CONTINUE APPLICATION**.

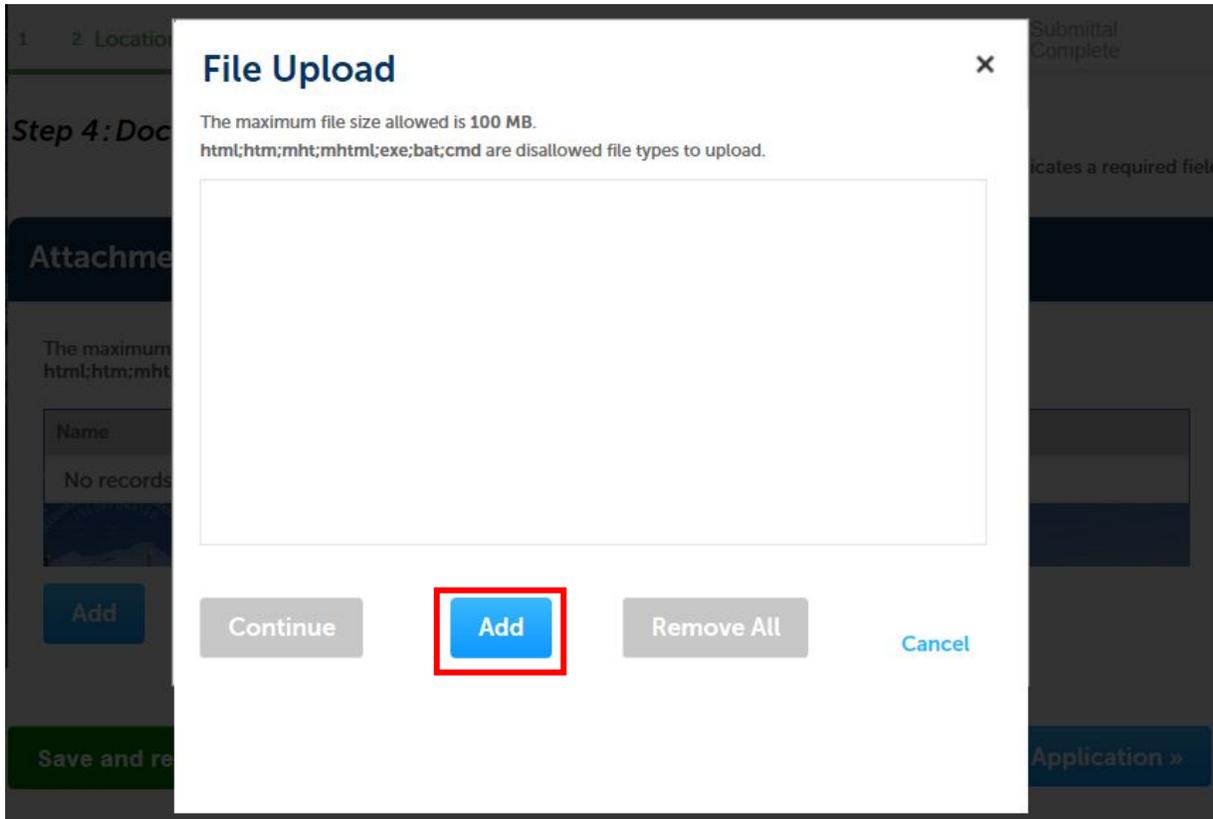
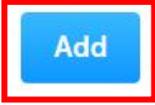
*Step 4: Documents > Documents*

\* indicates a required field

## Attachment

The maximum file size allowed is 100 MB.  
html;htm;mht;mhtml;exe;bat;cmd are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				



9. Under Step 5: Review section, please review each section of the application, including Applicant, Address, and Project Information.

Any incorrect information can be changed using the **EDIT** button for the applicable section.

Once the application is determined to be accurate, mark the **CERTIFICATION** box and click **CONTINUE APPLICATION**.

I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.

By checking this box, I agree to the above certification.

Date:

[Continue Application »](#)

10. Once the application has been submitted, section Step 6: Submittal Complete will appear with the Record Number. Please write down this Number in order to check the status of the application.

Click **VIEW RECORD DETAILS** to view a summary of the planning application.

Your application will be processed in the order in which it was received. We will contact you via email with further instructions on finishing the process and once the application has been approved.

In order to update or search for the permit use the PW number that is provided.

### Step 6: Submittal Complete

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Your application has been successfully submitted.  
Please print your record and retain a copy for your records.

Thank you for using our online services.  
Your Record Number is PWE2019-0073.

You will need this number to check the status of your application. Please print a copy of your record.

Choose "View Record Details" to access your record, schedule inspections, check status, or make other

[View Record Details »](#)

(You must post the record in the work area.)