



**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.

*We are pleased to announce that effective April 2, 2020, the City of Huntington Beach offers Electronic Plan Submittals. Electronic Plan Submittals allow applicants to submit plans and documents electronically as an alternative to submitting paper documents. Documents such as application forms, drawings, exhibits, and various reports can now be submitted electronically. The City will strive to avoid all paper submittals in the near future.*

To submit electronically, please visit: <https://huntingtonbeach.ca.eprocess360.com/login/link/dashboard>

**NEW PLANNING ENTITLEMENT SUBMITTALS (GPAs, ZMAs, CUPs, CDPs, IPZR, 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/General-Application.pdf>
3. Complete other necessary documentation as discussed with City Planner.

Electronic Submittal:

1. Please submit plans and documents electronically through the eProcess portal at: <https://huntingtonbeach.ca.eprocess360.com/login/link/dashboard>
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 eProcess portal at:  
<https://huntingtonbeach.ca.eprocess360.com/login/link/dashboard>
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).
2. A Planner will contact you with the fees and with further instruction.