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)

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
18. Click on 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 confirmation email that the permit has been issued, your pod permit is now ready for use.