



# Huntington Beach Fire Department

2000 Main Street • Huntington Beach, CA 92648  
(714) 536-5411

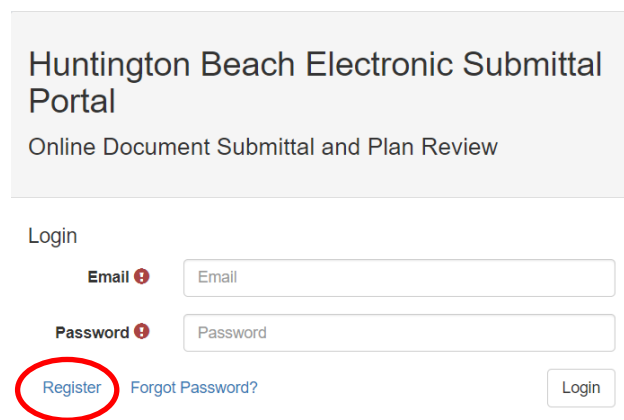
## Plan Submittal (Electronic) Instructions for Contractors/Applicants 9/1/2020

Please follow the steps below to successfully submit plans to the Huntington Beach Fire Department. **Paper submittals are no longer accepted.**

1. Go to <https://huntingtonbeach.ca.eprocess360.com/>



2. Log-in with Email and Password. If first time user, click on “Register”.





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- For first time user, fill out the New User Registration information and click “Register”.

New User Registration

Please complete fields marked with an exclamation point.

**First Name** !

**Last Name** !

**Email Address** !

**Repeat Email** !

**Phone Number** !

**Password** !

**Repeat Password** !

Your password must contain a minimum of eight characters and have at least one alphabetical character and one numerical character

- To submit plans, click “Electronic Application” under “Create New”.

## Home

Welcome

Welcome to the City of Huntington Beach electronic document submittal & plan review portal! To begin your application, **click the button below and to the right.**

<b>Existing</b>	<b>Create New</b>
No projects You don't have any projects.	<b>Electronic Application</b> Click here to submit documents to a department for review.

[See All 0 Projects](#)

- Click on the applicable boxes for the project. More than one may be selected. Click on “Save and Continue”.

## Select a department

Select the department to which you are submitting your documents for review.

- Building
- Planning
- Public Works
- Fire



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6. Create an application for the electronic submittal. All contact information and required fields must be filled out completely.

## Application

### Project Details

Enter the parcel number or address. The other field will be autopopulated once you make a selection. If you would like to specify a unit that is not part of the address, please use the Unit field.

Street Address	<input type="text" value="Street Address"/>
Parcel Number	<input type="text" value="Parcel Number"/>
Unit	<input type="text" value="Unit number, such as suite or apartment, if not given in the autocompleted address"/>
Project Name	<input type="text" value="Project Name"/>
Detailed Description of Work	<div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>

7. To add additional contacts (someone else to be the primary contact, the owner, etc.) enter them below by clicking “Add”. Once any additional contacts are added, check the “I certify that I have read this...” and then click “Save”.

### Required Contacts

No other contacts are required.

### Additional Contacts

Add a:

I certify that I have read this application and state that the above information is correct. I agree to comply with all city and county ordinances and state laws, and to otherwise act as and when required by the jurisdiction.

I have read, understand, and agree to comply with the application rules and regulations. I further agree to comply with the applicable state laws, rules of any governmental agency involved, ordinances, special requirements, and any standard details attached to this application.

8. Click “OK” to proceed.

Are you ready to submit the form and proceed? ✕



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9. Upload the documents to be reviewed. This includes plans, cut sheets, hydraulics calculations, etc.

A completed “Fire Construction Permit” application must be included with the plan submittal. Follow the link below for a copy of the application.

[https://www.huntingtonbeachca.gov/files/users/fire/Fire-Construction-Permit-Application-\(07-20\).pdf](https://www.huntingtonbeachca.gov/files/users/fire/Fire-Construction-Permit-Application-(07-20).pdf)

To help us process the application promptly, please use the following guidelines when submitting your electronic plans and supporting documents:

- The plan file submitted shall contain the entire plan set. Individual sheets will not be accepted.
- Where required, stamps and signatures shall be applied to all sheets on plans and any applicable documents. Electronic stamps and signatures are acceptable.
- All files shall be unlocked so that plan reviewers can apply redlines, comments or stamps when applicable.
- Files shall be labeled clearly and concisely, using the format of “Project Address\_Type of file”.
  - ✓ (e.g. 123 Main Street\_Fire Plans).

Click “Add File”. Locate the documents on your computer to upload. Upload all documents as PDF’s.

## Submittal Documents

All Folders / Submittal Documents

## Submittals

#1 Submittal Incomplete  Expand Options

Upload your documents here. If you are not ready to upload documents at this time, you may safely close your browser and resume this process at any time.

You may drag and drop files here or use the 'Add File' button to add documents to this submittal. The documents are not submitted for review until 'Complete & Submit' is clicked. Once submitted, no further documents may be added.

If any required documents are listed below, you will not be allowed to proceed until a copy of each required document has been uploaded and the corresponding 'Document Type' has been selected for each file.



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10. Depending on your internet connection and how many files you choose to upload, wait for the “Upload Status” to show done for each document. Once all documents are “Done”, use the drop down list under “Document Type” to select the type of document uploaded.

## Submittals

#1 Submittal Incomplete Expand Options

[Add File](#) [Complete & Submit](#)

Upload your documents here. If you are not ready to upload documents at this time, you may safely close your browser and resume this process at any time.  
You may drag and drop files here or use the 'Add File' button to add documents to this submittal. The documents are not submitted for review until 'Complete & Submit' is clicked. Once submitted, no further documents may be added.  
If any required documents are listed below, you will not be allowed to proceed until a copy of each required document has been uploaded and the corresponding 'Document Type' has been selected for each file.

Download	Document Type	Description / Filename	Upload Status
<a href="#">Download</a>	Plans	FD131 Fire Construction Permit Job Card.pdf	Done

11. Once all documents are uploaded, click the red button “Complete & Submit”

Incomplete Expand Options

[Add File](#) [Complete & Submit](#)

is process at any time.  
view until 'Complete & Submit' is clicked.

12. The plans have now been submitted when you see this page:

ELECTRONIC APPLICATION 4/1/2020 1233463456  
Last Submitted Parcel Number

1234 MAIN FIRE

Acceptance Pending [Go to Current Step](#)

Department Application Submittals

**Submittal Uploaded**

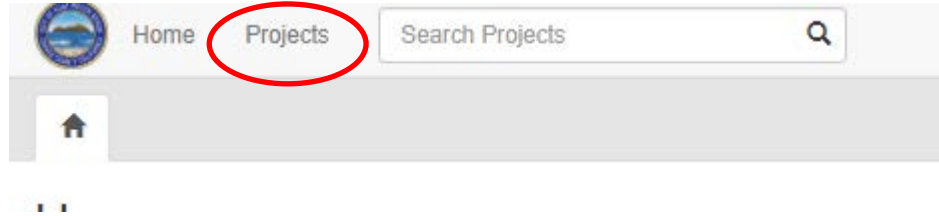
You have completed the application. It will now be reviewed by a Technician and you will be notified by e-mail when it has been accepted or rejected.



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13. To check the project status, click “Projects” at the top of the home screen.



14. This page will show the status of the plans.

## Electronic Document Submittal & Review Projects

Search for EDSR Projects and Applications. The color coding in the Project Status column indicates who is responsible for the next action that needs to be taken: Yellow requires action by a jurisdiction staff

Project #	Parcel #	Address	Department	Project Name	Detailed Description	Applicant	Project Status	Date Created
<none>	1233463456	1234 Main	Fire	New home - Test	aef	asf	Acceptance Pending	04/01/2020

15. A Permit Technician will review the electronic submittal for completeness. If no corrections are required, the project status will proceed to “Under Review”. The intake process is then complete and the project will move into the queue for review.

16. Once the plan checker has reviewed the submittal, an email will be sent to the contacts with the permit issuance or resubmittal procedure. Once the permit has been issued, the contractor is responsible to print one set of the stamped approved plans. The stamped set of plans must be present on-site in order to conduct inspections.



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## Payment Options

### Option 1 – Online Payment

The HBFD has created an instructional document that provides directions for online payment. Proceed to the following link for instructions:

<https://www.huntingtonbeachca.gov/files/users/fire/Online-Payment-Instructions.pdf>

**NOTE: Please allow at least 24 hours for staff to receive confirmation of electronic payment.**

### Option 2 – Mail a check

Payment of outstanding balances can also be completed by mailing a check to the HBFD. To pay by mail, enclose a check in an envelope and address it to:

Huntington Beach Fire Department  
Attn: Senior Permit Technician  
2000 Main St., 5<sup>th</sup> Floor  
Huntington Beach, CA 92648

Note: Include the permit number and project address on separate transmittal sheet in envelope.

**(Payment will not be processed if we cannot identify which project it is related to)**

### Option 3 – Drop off check at Night depository box

Payment can be completed by dropping off a check into the City's Depository Box located at City Hall. Envelope inserted into the depository shall state "Attn: Huntington Beach Fire Department – Senior Permit Technician".

Note: Include the permit number and project address on separate transmittal sheet in envelope.

**(Payment will not be processed if we cannot identify which project it is related to)**