



# PUBLIC WORKS INFORMATIONAL SUBMITTAL PROCESS

## APPLYING FOR PUBLIC WORKS REVIEW

- **Dumpster** - Permit for Dumpster in the Public Right-of-Way
  - **POD** - Permit for Storage Unit in the Public Right-of-Way
  - **Banner** - Permit for One Banner Posting at One Location for Two Weeks Maximum
  - **Encroachment -Types A-C**
    - **Type A:** Examples include but are not limited to parkway construction, driveway construction, small alley closures under an hour, parking lane closures, fire flow tests, with no plan check required.
    - **Type B:** Examples include utility permits (Water & Sewer), utility company permits, projects lasting 2-20 working days, non-standard encroachment agreements, with minimal plan check required.
    - **Type C:** Involves major plan checks for large-scale construction projects lasting more than 30 days and construction meter installation.
  - **Fats, Oil, and Grease (FOG):** Fats, Oils, Grease Annual Permit for New and Existing Restaurants, including Change of Ownership
  - **Transportation – Single Trip:** Permit for wide load trucks transporting within City limits.
1. Go to webpage: <https://sealbeachca-energygovpub.tylerhost.net/apps/selfservice#/home>
  2. You will need to register an account for use of the portal

# PUBLIC WORKS APPLICATIONS

3. Once registered, click the “Apply” button

Seal Beach CALIFORNIA

Home Apply Map Pay Invoices Search Calendar

## Welcome to Seal Beach Civic Access Portal

- Login or Register**  
Login to an existing or create a new account. You can also find help if you forgot your login information.
- Apply**  
This tool can be used to apply for a permit, plan or license.
- Search Public Records**  
This tool can be used to search for existing permits, plans, inspections, code cases, requests and licenses.
- Pay Invoice**  
Use this tool to pay for individual
- Map**  
Explore the map to see the activity
- City of Seal Beach Community Development Homepage**

4. To apply for Public Works review, select the “Permits” tab and then click on the “Show Categories” dropdown.

Home Apply Map Pay Invoices Search Calendar

### Application Assistant

Search for application names and keywords

All Trending **PERMITS** PLANS

Show Categories

- Building (Residential) - Addition, Alteration, Remodel, Repair**  
Category Name: Building - Residential  
Description: Building Permit- Residential Addition, Alteration, Remodel, Repair
- Building (Residential) - ADU**  
Category Name: Building - Residential  
Description: Building Permit- New ADU

# PUBLIC WORKS APPLICATIONS

5. Once the "Show Categories" is expanded, Click on "Public Works - Encroachment," or "Public Works – Fats, Oils, Grease," or "Transportation – Single Trip" to apply for the permit needed.

The screenshot displays a web interface for public works applications. At the top, there are four tabs: 'All', 'Trending', 'PERMITS', and 'PLANS'. The 'PERMITS' tab is selected. On the left side, there is a 'Hide Categories' section with a list of categories. The 'Public Works - Encroachment' category is highlighted with a red circle and a green arrow. The main content area on the right shows a list of permit options, each with a category name, description, and an 'Apply' button.

Category Name	Description	Action
Public Works Encroachment, Banner Permit	Permit for One Banner Posting at One Location	Apply
Public Works Encroachment, POD/Dumpster	Permit for One Storage Unit or Dumpster in the Public Right-of-Way	Apply
Public Works Encroachment, Type A Encroachment	Permit for Construction Work in the Public Right-of-Way. No Plan Check Required.	Apply
Public Works Encroachment, Type B Encroachment	Permit for Construction Work in the Public Right-of-Way. Minimal Plan Check Required.	Apply
Public Works Encroachment, Type C Encroachment	Permit for Construction Work in the Public Right-of-Way. Major Plan Check Required.	Apply

# PUBLIC WORKS APPLICATIONS

6. Select “Apply” for the type of permit that you would like to apply for.

All Trending **PERMITS** PLANS

Hide Categories

All

PERMITS 38

All 38

Building - Residential 6

Building Commercial 3

Development 2

Electrical - Commercial 1

Electrical - Residential 1

EV Charging 2

Mechanical - Commercial 1


Mechanical - Residential 1

Plumbing - Commercial 1

Plumbing - Residential 1


**Public Works - Encroachment 5**

Public Works - Fats, Oils, Grease 1




**Public Works Encroachment, Banner Permit** Apply

Category Name: Public Works - Encroachment  
Description: Permit for One Banner Posting at One Location




**Public Works Encroachment, POD/Dumpster** Apply

Category Name: Public Works - Encroachment  
Description: Permit for One Storage Unit or Dumpster in the Public Right-of-Way




**Public Works Encroachment, Type A Encroachment** Apply

Category Name: Public Works - Encroachment  
Description: Permit for Construction Work in the Public Right-of-Way. No Plan Check Required.



**Public Works Encroachment, Type B Encroachment** Apply

Category Name: Public Works - Encroachment  
Description: Permit for Construction Work in the Public Right-of-Way. Minimal Plan Check Required.



**Public Works Encroachment, Type C Encroachment** Apply

Category Name: Public Works - Encroachment  
Description: Permit for Construction Work in the Public Right-of-Way. Major Plan Check Required.

# PUBLIC WORKS APPLICATIONS

7. From there you will go through a step-by-step process. When you get to Step 3: Contacts, make sure you to include Owner **AND** Contractor, if applicable.

**Note:** Please inform Public Works if invoices need to be received by multiple contacts.

- If you are submitting for a FOG permit, please add the individual (if different from the Owner) who will be paying the invoices (this system will allow you to pay online).

Apply for Permit - Public Works Encroachment, Type B Encroachment\*REQUIRED

1      2      3      4      5      6      7

Locations      Type      Contacts      More Info      Attachments      Signature      Review and Submit

**LOCATIONS**

1. Click the **Add Location** card below which will open the map of Seal Beach.
2. In the **Address & Parcel Search** field (upper left corner), enter the street number and street name omitting any street designation (i.e.: Drive, Street, Place, etc.).
3. Click to checkbox for the correct location from the search results and click **Add**.
4. You may also search by the full parcel ID number (including dashes).
5. If the project spans multiple units or applies to an entire building, please use the most specific address available that includes the scope of the project.
6. Include only one address per application.

Please note: If you are unable to select the exact location from the GIS map, please click next below. You will be prompted to supply the location details further in the application process

▼

Add

**For questions or inquiries about applying with Public Works, please contact Jessica Salvador in the Public Works Department at (562) 431-2527 x1319 or [pwinquires@sealbeachca.gov](mailto:pwinquires@sealbeachca.gov).**