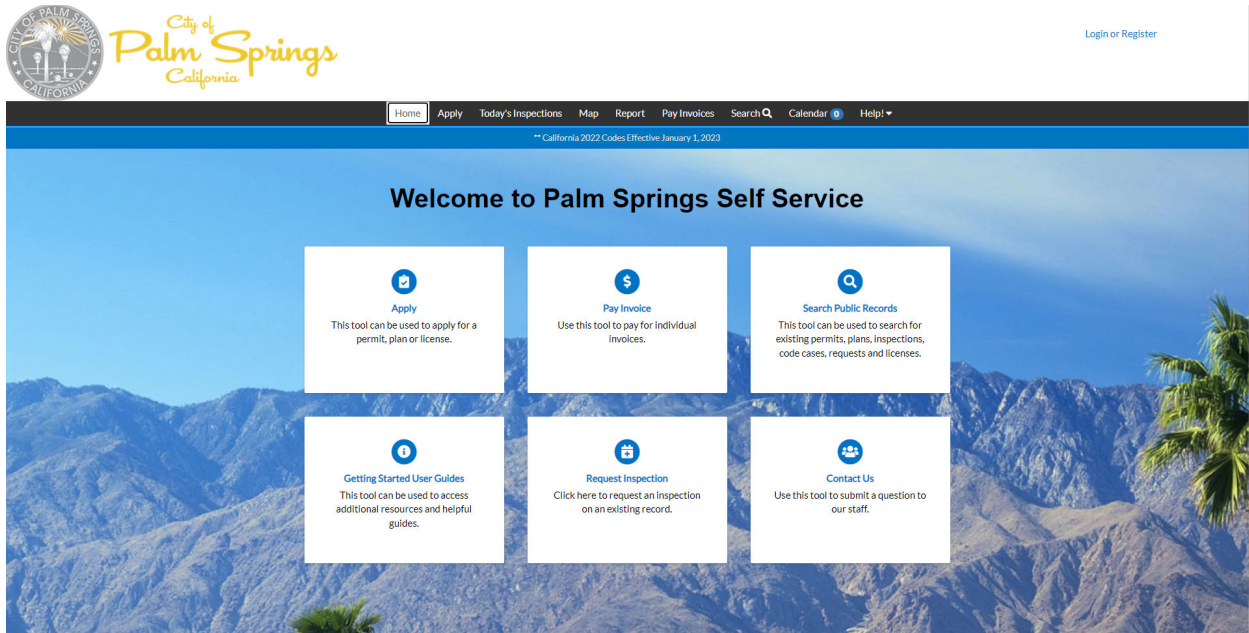


The background image shows the City of Palm Springs City Hall. The building features a prominent sign that reads "PALM SPRINGS CITY HALL" in large, white, block letters mounted on a dark, corrugated metal fascia. The architecture is modern with a mix of materials, including glass, concrete, and metal. There are palm trees and other greenery visible in the background under a clear blue sky. In the foreground, there is a paved plaza with a concrete curb and a dark, rectangular pillar.

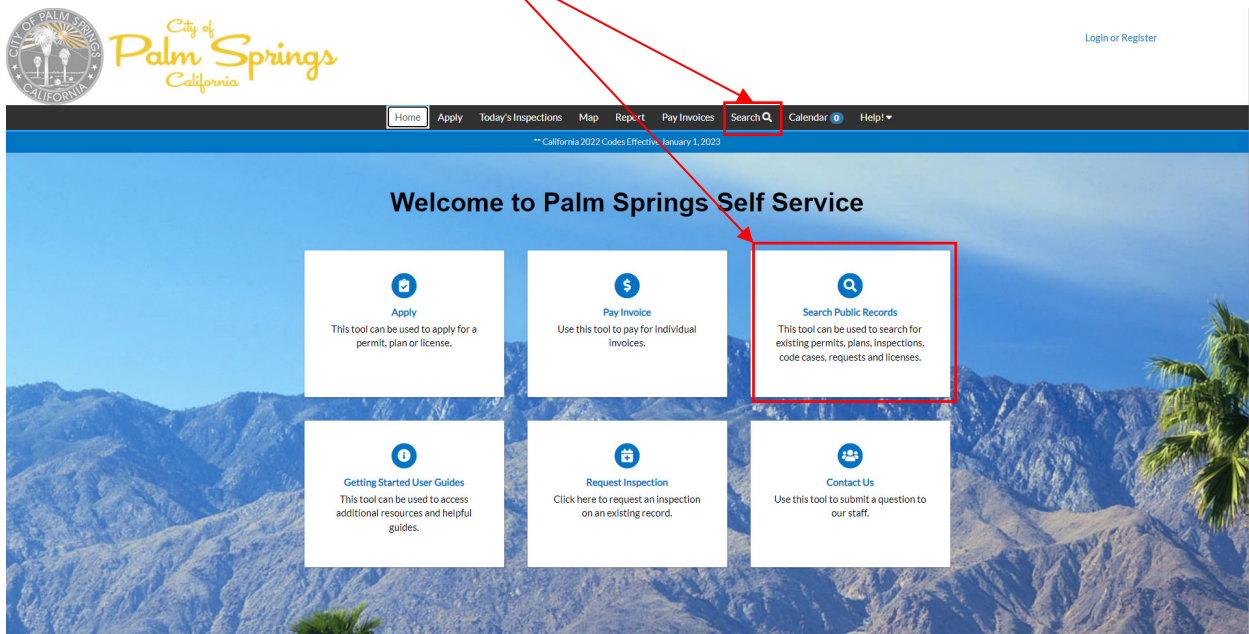
City of Palm Springs
Development Services

Self-Service Guide to:
Searching for Public Records

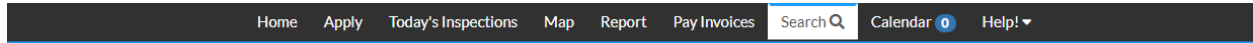
Welcome, below is a snapshot of the self-service home page for the City of Palm Springs' online services. It can be found [at this hyperlink](#).



The main method to begin searching through any records that are available online, you may do so by selecting the "Search" tab or the "Search Public Records" panel as indicated below.



You will be taken to a new page where you will be able to navigate through all of the different online records the City of Palm Springs has made available.



Public Information

Search All for Exact Phrase Search Reset

To begin searching through the online records, you may filter the items you wish to see by choosing the correlating record type from the dropdown menu as shown below.



Public Information

Search All for Exact Phrase Search Reset

- All
- Permit
- Plan
- Inspection
- Request
- License
- Project

Following that, you may then enter any keywords or addresses into the search bar.

In the example below “All” record types are to be shown and the term “grading” was input to the search bar. The results included permits, plans, and inspections that are set up with that term. In this case: grading permits, grading & drainage plan reviews, and grading pre-construction meeting inspections.

Public Information


Search All for Exact Phrase Search Reset Export

Found 18 results

<p>Filter Results</p> <p>All 18</p> <p>Permit 8</p> <p>Plan 8</p> <p>Inspection 2</p>	<p>Next Top Paging Options Filter Options Main Menu</p> <p>Permit Number GRDP-2023-0004</p> <p>Type Grading Permit - Grading Permit</p> <p>Project Name</p> <p>Status Submitted - Online</p> <p>Main Parcel 502150005</p> <p>Address 3200 E TAHQUITZ CANYON WAY Palm Springs CA 92262</p>	<p></p> <p>Applied Date 02/03/2023</p> <p>Issued Date</p> <p>Expiration Date</p> <p>Finalized Date</p>
	<p>Previous Next Top Paging Options Filter Options Main Menu</p> <p>Permit Number GRDP-2023-0006</p> <p>Type Grading Permit - Grading Permit</p> <p>Project Name Dave's Barista - E-5556</p> <p>Status Complete</p> <p>Main Parcel 508370028</p> <p>Address 1555 PALM COLONY PALM SPRINGS CA 92264</p>	<p></p> <p>Applied Date 03/30/2023</p> <p>Issued Date 03/30/2023</p> <p>Expiration Date</p> <p>Finalized Date 03/30/2023</p>
	<p>Previous Next Top Paging Options Filter Options Main Menu</p> <p>Permit Number GRDP-2023-0010</p> <p>Type Grading Permit - Grading Permit</p> <p>Project Name Dave's Barista - E-5556</p> <p>Status Complete</p> <p>Main Parcel</p>	<p>Applied Date 03/30/2023</p> <p>Issued Date 03/30/2023</p> <p>Expiration Date</p> <p>Finalized Date 03/30/2023</p>

Similarly, you are able to input the names of any publicly listed companies to pull up their licenses; input project names to determine what plans & permits are tied to that project; or input permit numbers to display them as to review any related data that's available.

If a record has a globe icon on the right of the information display as seen below, then you will be able to select the icon and be taken to a new tab that displays the georeferenced location of the record.

Previous | Next | Top | Paging Options | Filter Options | Main Menu 

Permit Number GRDP-2023-0006 Applied Date 03/30/2023
Type Grading Permit Issued Date 03/30/2023
Project Name Dave's Barista - E-5556 Expiration Date
Status Complete Finalized Date 03/30/2023
Main Parcel 508370028
Address 1555 PALM COLONY PALM SPRINGS CA 92264

You may also edit how the system searches by toggling on and off the “Exact Phrase” checkbox.

Public Information

Search All for 3200 Tahquitz Exact Phrase

You are also able to reset the search to the default display and search selection by clicking on the “Reset” button.

If you are wanting to have a copy of the records that have been pulled & displayed, you would first click on the “Export” button seen below.

Public Information

Search All for 3200 Tahquitz Exact Phrase

You will then be prompted with providing a file name to the download. You will then review the options of what'll be exported: the first 1000 results (which is default) and just what are currently displayed on your results tab (at that moment).

Export Options

Please enter a file name

Export first 1000 Results (default)
 Export Current View

Once complete, hit the “Ok” button and your export file will be downloaded to your device as a spreadsheet file with all of the readout data displayed in columns.

In a similar vein to the records, you are able to review inspection records the same way by selecting the “Today’s Inspections” tab.

View Inspection	Case Number	Case Type	Inspection Type	Address	Primary Inspector	Estimated Start Time	Estimated End Time	Status	Order
IENG-000371-2023	ENCR-2023-0028	Permit	Traffic Control Inspection	3200 E TAHQUITZ CANYON WAY E PALM SPRINGS CA 92262	Segura, Greg	09:49 AM	09:49 AM	Passed	0
IENG-000369-2023	ENCR-2023-0028	Permit	Curb & Gutter Forms Inspection	3200 E TAHQUITZ CANYON WAY E PALM SPRINGS CA 92262	Segura, Greg	09:37 AM	09:37 AM	Passed	0
IENG-000370-2023	ENCR-2023-0028	Permit	Public Utility Permit Inspection	3200 E TAHQUITZ CANYON WAY E PALM SPRINGS CA 92262	Segura, Greg	11:47 AM	11:47 AM	Passed	0
IENG-000367-2023	ENCR-2023-0028	Permit	Public Utility Permit Inspection	3200 E TAHQUITZ CANYON WAY E PALM SPRINGS CA 92262	Segura, Greg			Re-inspection required	0
IENG-000372-2023	ENCR-2023-	Permit	Final Engineering Inspection	3200 E TAHQUITZ	Segura, Greg	09:52 AM	09:52 AM	Passed	0

Just as with the search function, you can look at all of the inspections for a given date (of which you can browse through). You may exclude those that have been completed, how they are sorted in the display, as well as use a search function. The search function narrows the readouts to specific types of inspections, for a related address, or as related to a specific permit number. If you are wanting to download a copy of the returned records, just as with the search data mentioned previously, you may export it and be prompted with the identical options: entering a file name and choosing what data you want exported.

Selecting the “Map” tab will similarly provide access to a geographical version of the records that are available to the public.

There, you can navigate to any particular address or location and select the property to have its related records displayed.

Any calendar events such as public hearings, meetings, or holidays will be displayed in the “Calendar” tab.

Lastly, any publicly available reports for certain records would be accessible through the “Report” tab. You would select from the dropdown menus the particular report type you are wanting generated, and the report will be displayed and/or downloadable for your use.

