

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 structure. The building has a modern architectural style with large glass windows and a circular entrance area. The foreground shows a paved plaza with a concrete curb and a trash can. The sky is clear and blue.

City of Palm Springs  
Development Services

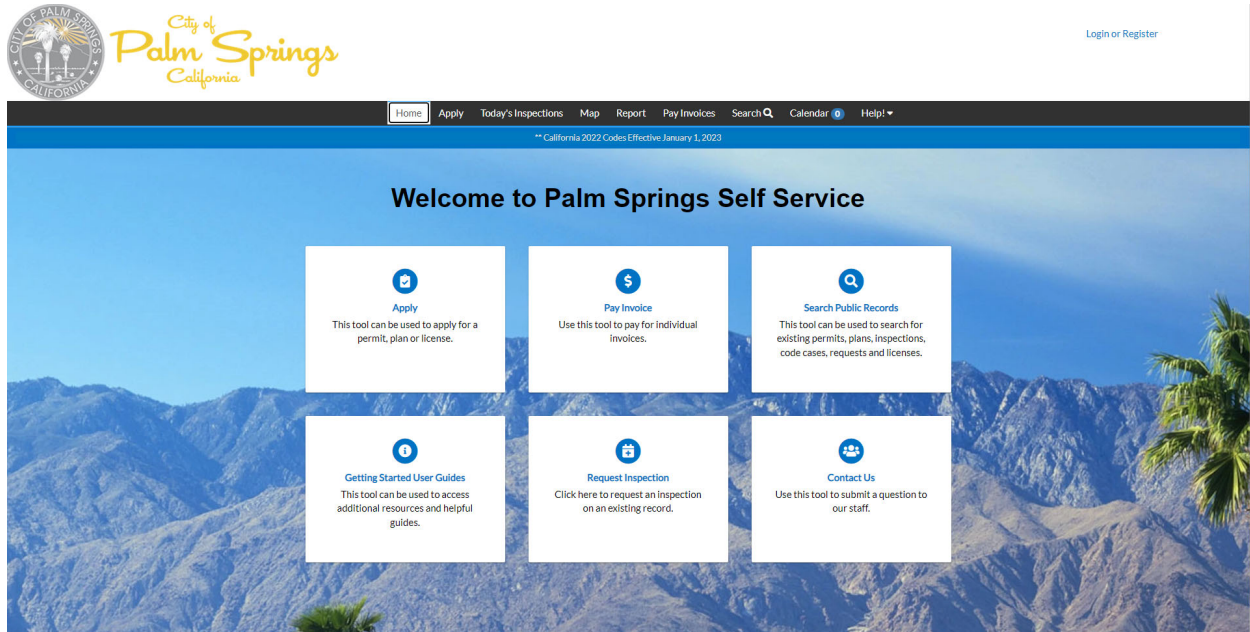
Self-Service Guide to:  
Applying for Licenses,  
Permits and Plans

# Table of Contents

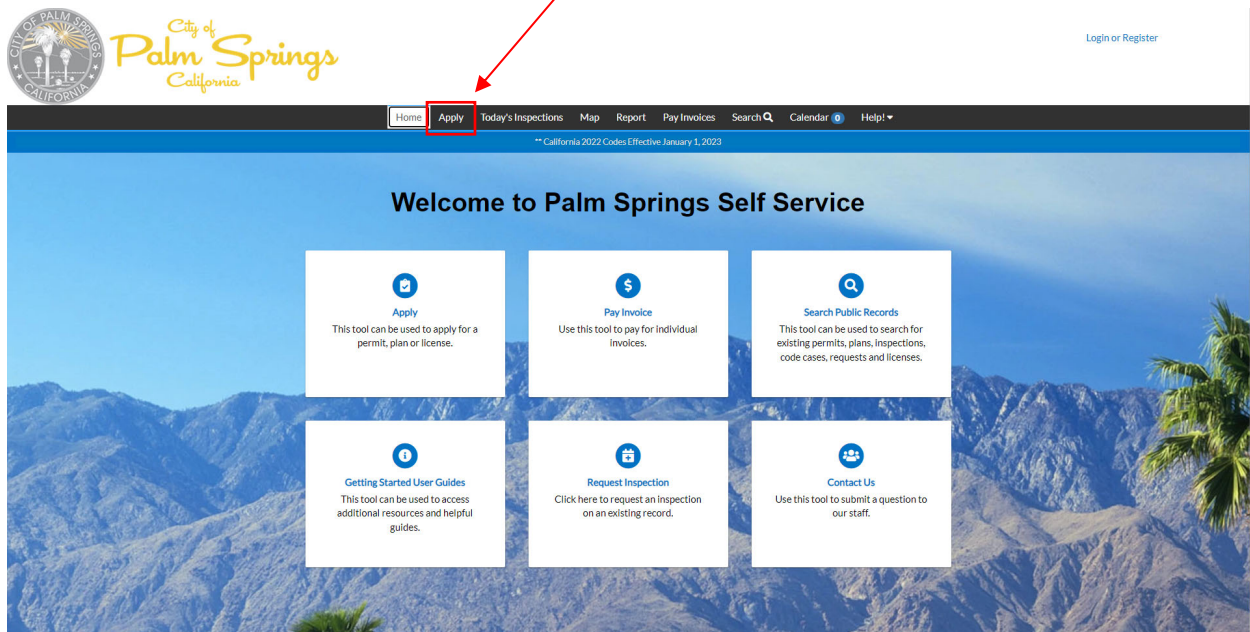
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# Introduction

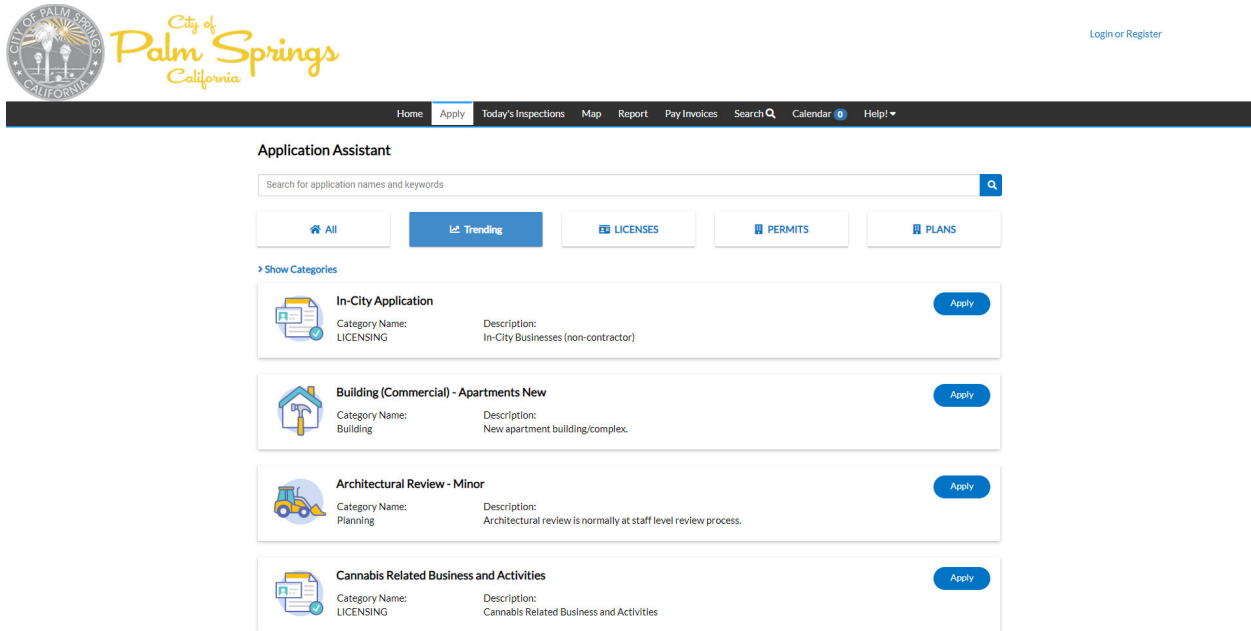
Welcome, below is a snapshot of the self-service home page for the City of Palm Springs' online services. It can be found [at this hyperlink](#).



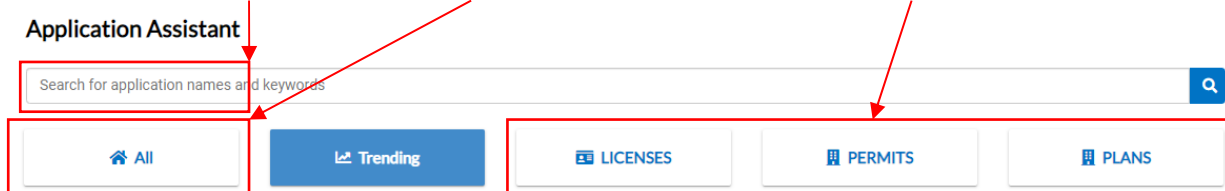
Applications for a license, permit, or a plan can be found by selecting the "Apply" tab indicated below.



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



In order to find the application type that you are looking for you may search for it by name in the search bar, by selecting “All”, or by selecting the corresponding category for it.



If you're not certain on what type of application you should apply for, a good place to start would be to select “All” and scrolling through the available options.

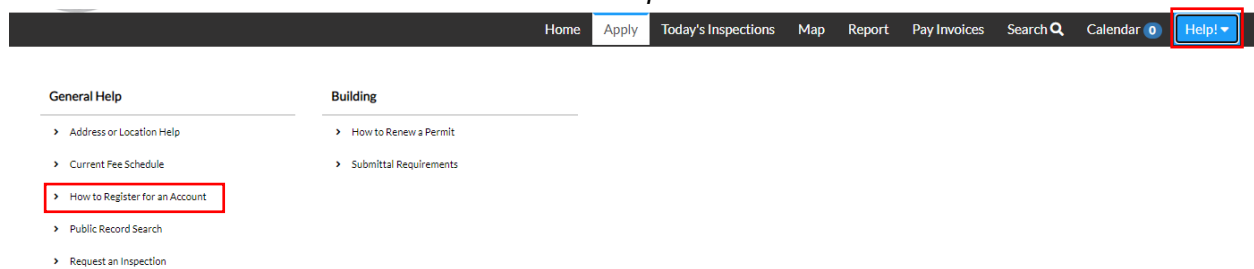
Every application type should have a brief description of what they are intended for. If you are still uncertain even after reviewing their descriptions, you are more than welcome to reach out to any department you believe may be associated with the application you have in mind.

Below are the several contacts that are presently using online application services:

- For licenses, please contact the Business Tax Division at [Business.License@palmspringsca.gov](mailto:Business.License@palmspringsca.gov) or by calling (760) 322-8328.
- For permit applications related to construction, building, electrical, plumbing, and mechanical work, please contact the Building & Safety Department at [Building@palmspringsca.gov](mailto:Building@palmspringsca.gov) or by calling (760) 323-8242.
- For permit or plan applications related to the Fire Department, please email them at [FirePlans@palmspringsca.gov](mailto:FirePlans@palmspringsca.gov) or call (760) 323-8181.

- For permit applications related to street work, earthmoving, or oversized hauling as well as plan applications for civil drawings & studies, please contact the Engineering Services Department at [engineering-submit@palmsspringsca.gov](mailto:engineering-submit@palmsspringsca.gov) or by calling (760) 323-8253.
- For plan applications related to public art/murals, signs, recreational vehicles, garage sales, or architectural/land use review, please contact the Planning Services Department at [planning@palmsspringsca.gov](mailto:planning@palmsspringsca.gov) or by calling (760) 323-8245.

Once you have selected an application type, you will be prompted to login to your existing account within the system or register a new account. If you need to register for an account but require assistance in doing so, you can find a separate guide by selecting the “[Help!](#)” tab on the main home screen and by selecting the “[How to Register for an Account](#)” option under the *General Help* column.



Otherwise, if you already have an account, please sign in by entering your email address and password.

Sign in to community access services.

OR

Email address  
  
*Please enter a username*

Password  
  
*Please enter a password*

Remember me

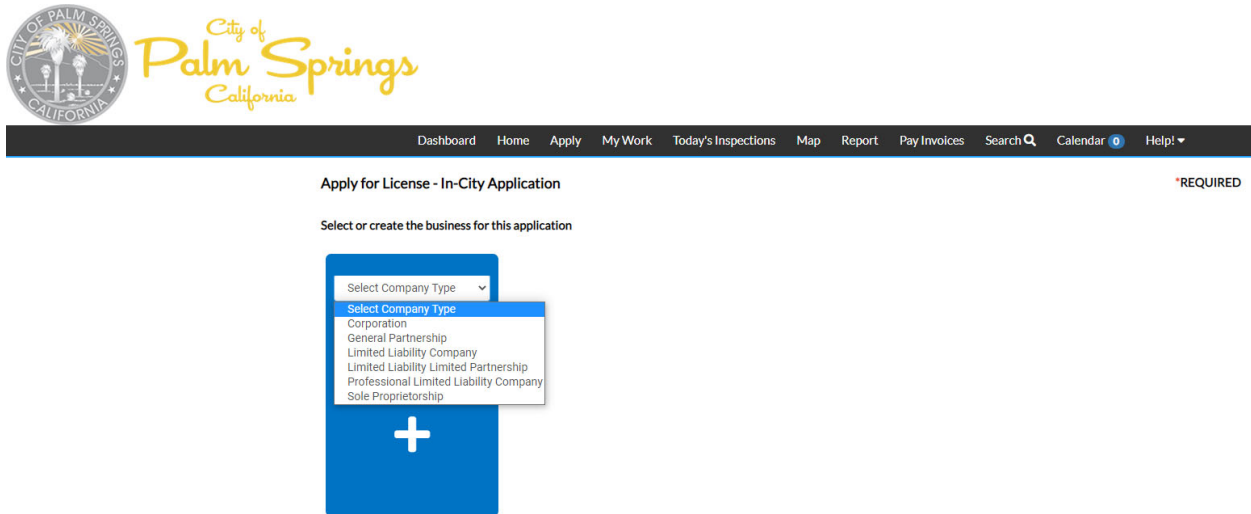
[Forgot password?](#)
[Unlock account?](#)
[Help](#)

Don't have an account? [Sign up](#)

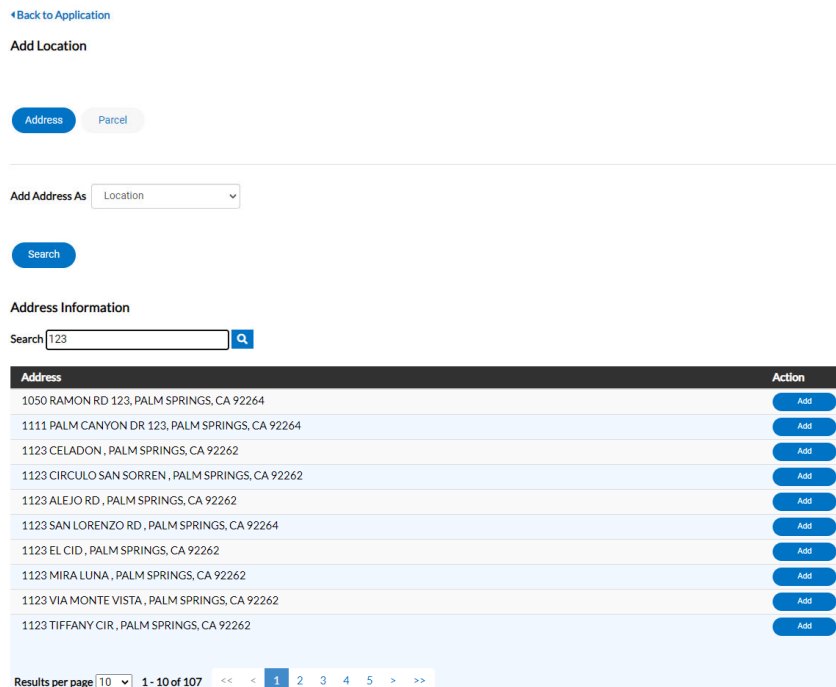
# The Application Process - Licenses

Once you have selected the license you are applying for, the next steps will be the following:

1. Select the company type associated with the application.



2. You would then input the type of addresses tied to the business involved, if there are any. If you wish to make modifications, you may hit the “Back” button in order to make corrections at any time during this process.
3. This step may be skipped by selecting the “Next” button at the bottom of the page. Otherwise, selecting an address would look like the below screen.



If you do not see your address showing up in the search options or if the address associated with the business is outside of the City (and thus not in our address files), you may change what address type is being applied with and you may manually enter the address for the business instead of using one in the system.

Add Address As

**Enter Manually**

Country Type	<input type="text" value="US"/>
Enter Address	<input type="text" value="Search Addresses"/>
Address Line 1	<input type="text"/>
Pre Direction	<input type="text"/>
Address Line 2	<input type="text"/>
Street Type	<input type="text"/>
Post Direction	<input type="text"/>
Unit Or Suite	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Postal Code	<input type="text"/>
County	<input type="text"/>

Select the “Save” button at the bottom of this screen and then select the “Next” button once all associated types of addresses have been entered.

4. You would then fill in the details related to the business. Required fields have an asterisk (\*) next to the field’s name.

Progress bar: 1 (Locations) [checked], 2 (Type) [active], 3 (Contacts), 4 (More Info), 5 (Attachments), 6 (Signature), 7 (Review and Submit)

**BUSINESS DETAILS**

\* Company Type

\* Company Name

Business Description

UBA

\* Location

TIN

Tax ID

\* Industry Classification(s) [Select Industry Classification](#)

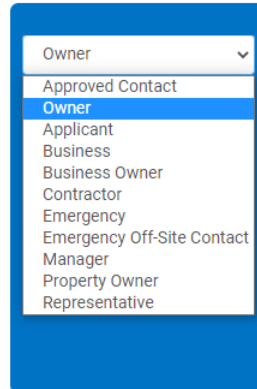
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**LICENSE DETAILS**

\* License Type

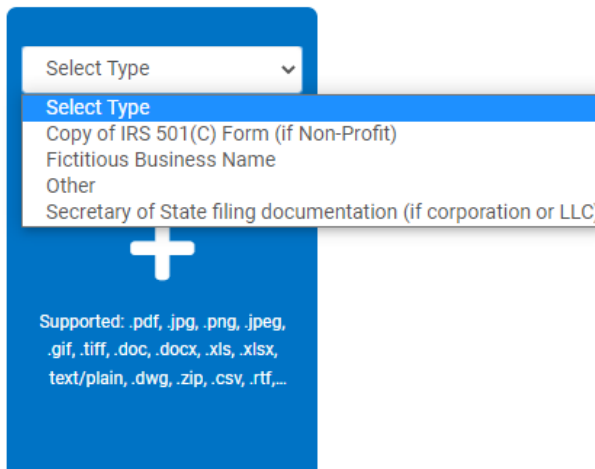
\* Description

5. After adding all necessary details as well as any additional you may wish to enter to fully fill out your application, select the “Next” button at the bottom of the page.
6. In the next screen select and input what contacts are to be associated with this business. The type of contact can be changed by selecting the dropdown menu and selecting the appropriate type.



7. Once all of the contacts have been added in, select the “Next” button at the bottom of the page.
8. Similar to the “Type” screen previously, you would then fill in additional information related to the business. Required fields have an asterisk (\*) next to the field’s name.
9. Once all of the information has been added in, select the “Next” button at the bottom of the page.
10. In the “Attachments” screen you would upload any documents pertaining to the business that may be required or that may assist in the application’s review. The type of attachment is selectable by selecting the dropdown menu and choosing what type of attachment you are uploading.

#### Attachments

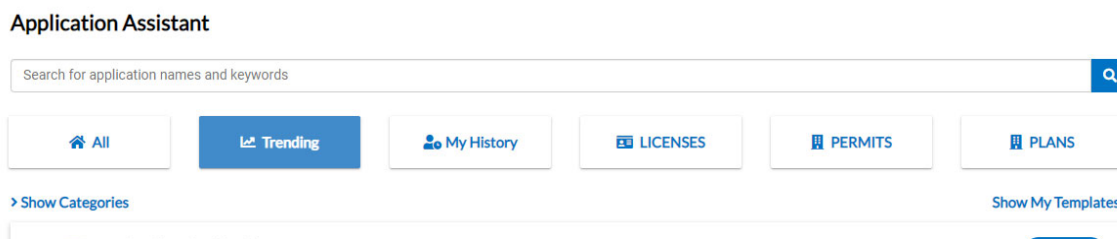




11. Once all of the documents you are uploading have been added in, select the “Next” button at the bottom of the page.
12. In the signature page you will need to both type in your name as the applicant as well as provide an electronic signature as to provide consent for the application and all that will be involved therein.
13. Once your name and signature have been input, select the “Next” button at the bottom of the page.
14. At this final page you may review all of the information you have (or may not have) input for the license application. Once you are done reviewing the inputs you made, go ahead and select the “Submit” button located at the top or at the bottom of the page to formally submit the application. Otherwise, if you wish to make modifications you may hit the “Back” button in order to make any final corrections before submitting.
15. Once you submit the application you will be shown a success page with any additional information you may need to know. Once a City representative has reviewed the application you will soon begin correspondence with them in order to complete the application if it’s not already complete.

If you wish to leave off where you are throughout the above steps, you may select the “Save Draft” button at the bottom of the page. You will then be taken back to the main home page. If you wish to return to your application at any time please navigate to your “Dashboard”. There, any draft licenses will be tallied and can be continued from when you select them.

If you wish to reuse this information again in another application for any reason, you may select the “Create Template” button at the bottom of the page in order to save the input data that can be transferred to future applications of the same permit type. Before doing so, selecting the option to create a new template will forcefully end your application session automatically and take you to a new screen without prompting a chance to save the data. You should first select the “Save Draft” button first to ensure that your data is saved first as you can then use the process above to navigate back to the application and finish the application or save a template. Any templates saved will appear in the application assistant window by selecting the “Show My Templates” option, seen below:



That’s all there is to applying for a license!

# The Application Process - Permits

Once you have selected the permit you are applying for, the steps will be the following:

1. If required, you would first input the location(s) your permit is for.

LOCATIONS

Search and select the property/jobsite associated with your project. To search by address, enter the street number, street direction and street name. To search by APN (Parcel Number), enter the number without the dashes. For multiple locations enter all associated addresses for your proposed project.

Location

Add Location

Create Template

Save Draft Next

2. You would then input the type of addresses tied to the permit if there are any. If you wish to make modifications, you may hit the “Back” button in order to make corrections at any time during this process.
3. This step may be skipped by selecting the “Next” button at the bottom of the page. Otherwise, selecting an address would look like the below screen.

[Back to Application](#)

Add Location

Address Parcel

Add Address As Location

Search

Address Information

Search 123

Address	Action
1050 RAMON RD 123, PALM SPRINGS, CA 92264	Add
1111 PALM CANYON DR 123, PALM SPRINGS, CA 92264	Add
1123 CELADON , PALM SPRINGS, CA 92262	Add
1123 CIRCULO SAN SORREN , PALM SPRINGS, CA 92262	Add
1123 ALEJO RD , PALM SPRINGS, CA 92262	Add
1123 SAN LORENZO RD , PALM SPRINGS, CA 92264	Add
1123 EL CID , PALM SPRINGS, CA 92262	Add
1123 MIRA LUNA , PALM SPRINGS, CA 92262	Add
1123 VIA MONTE VISTA , PALM SPRINGS, CA 92262	Add
1123 TIFFANY CIR , PALM SPRINGS, CA 92262	Add

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If you do not see your address showing up in the search options or if the address associated with the permit is not yet registered with the City (and thus not in our address files), you may change what address type is being used and you may manually enter the address instead of using one in the system.

Add Address As

Enter Manually

Country Type

Enter Address

Address Line 1

Pre Direction

Address Line 2

Street Type

Post Direction

Unit Or Suite

City

State

Postal Code

County

Select the “Save” button at the bottom of this screen and then select the “Next” button once all associated types of addresses have been entered.

4. You would then fill in the details related to the permit that are required. Required fields have an asterisk (\*) next to the field’s name.

PERMIT DETAILS

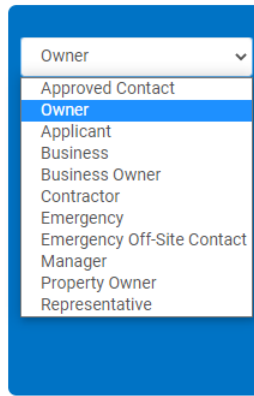
Provide a brief description of proposed work. Fields with a red asterisk (\*) are required to be completed. Click [here](#) to view submittal requirements before you get started.

\* Permit Type

\* Description

\* Valuation

5. After adding all necessary details as well as any additional you may wish to enter to flush out your application, select the “Next” button at the bottom of the page.
6. In the next screen select and input what contacts are to be associated with this application. Some types of contact are required upon application, as such please input all that are required. The type of contact can be changed by selecting the dropdown menu and selecting the appropriate type if you wish to add in anyone else so that they may be added into any correspondence.

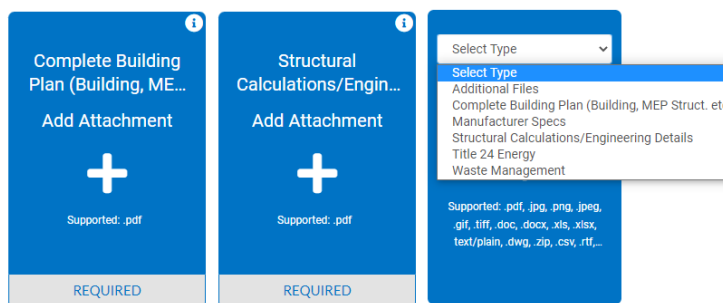


7. Once all of the contacts have been added in, select the “Next” button at the bottom of the page.
8. Similar to the “Type” screen previously, you would then fill in additional information related to the application that is both necessary as well as anything you may wish to provide for a more thorough application review. Required fields have an asterisk (\*) next to the field’s name.
9. Once all of the information has been added in, select the “Next” button at the bottom of the page.
10. In the “Attachments” screen you would upload any documents pertaining to the application that may be required or that may assist in the application’s review. Any additional attachments you are uploading can be uploaded by their “type”, of which is selectable by choosing from the dropdown menu.

**Attachments**

Palm Springs does not practice deferment of MEP’s, trusses, and manufacturer specs. Click [here](#) to view submittal requirements. Attach required plan(s) and applicable supporting documentation; All attachments must be in PDF unsecured format.

For further any questions please email [Building@palmspringsca.gov](mailto:Building@palmspringsca.gov)



11. Once all of the documents you are uploading have been added in, select the “Next” button at the bottom of the page.
12. In the signature page you will need to both type in your name as the applicant as well as provide an electronic signature as to provide consent for the application and all that will be involved therein.
13. Once your name and signature have been input, select the “Next” button at the bottom of the page.

14. At this final page you may review all of the information you have (or may not have) input for the application. Once you are done reviewing the inputs you made, go ahead and select the “Submit” button located at the top or at the bottom of the page to formally submit the application. Otherwise, if you wish to make modifications you may hit the “Back” button in order to make any final corrections before submitting.
15. Once you submit the application you will be shown a success page with any additional information you may need to know. Once a City representative has reviewed the application you will soon begin correspondence with them in order to complete the application if it’s not already complete.

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#### Application Assistant

Search for application names and keywords

All Trending My History LICENSES PERMITS PLANS

> Show Categories Show My Templates

That’s all there is to applying for a permit!

# The Application Process - Plans

Once you have selected the plan application you are applying for, the steps will be the following:

1. If required, you would first input the location(s) your plan is associated with.

LOCATIONS

Search and select the property/job site associated with your project. To search by address, enter the street number, street direction and street name. To search by APN (Parcel Number), enter the number without the dashes. For multiple locations enter all associated addresses for your proposed project.

Location

Add Location

Create Template Save Draft Next

2. You would then input the type of addresses are tied to the plan, if there are any. If you wish to make modifications, you may hit the “Back” button in order to make corrections at any time during this process.
3. This step may be skipped by selecting the “Next” button at the bottom of the page. Otherwise, selecting an address would look like the below screen.

Back to Application

Add Location

Address Parcel

Add Address As Location

Search

Address Information

Search 123

Address	Action
1050 RAMON RD 123, PALM SPRINGS, CA 92264	Add
1111 PALM CANYON DR 123, PALM SPRINGS, CA 92264	Add
1123 CELADON , PALM SPRINGS, CA 92262	Add
1123 CIRCULO SAN SORREN , PALM SPRINGS, CA 92262	Add
1123 ALEJO RD , PALM SPRINGS, CA 92262	Add
1123 SAN LORENZO RD , PALM SPRINGS, CA 92264	Add
1123 EL CID , PALM SPRINGS, CA 92262	Add
1123 MIRA LUNA , PALM SPRINGS, CA 92262	Add
1123 VIA MONTE VISTA , PALM SPRINGS, CA 92262	Add
1123 TIFFANY CIR , PALM SPRINGS, CA 92262	Add

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If you do not see your address showing up in the search options or if the address associated with the plan is not yet registered with the City (and thus not in our address files), you may change what address type is being used and you may manually enter the address instead of using one in the system.

Add Address As

Enter Manually

Country Type

Enter Address

Address Line 1

Pre Direction

Address Line 2

Street Type

Post Direction

Unit Or Suite

City


State

Postal Code

County

Select the “Save” button at the bottom of this screen and then select the “Next” button once all associated types of addresses have been entered.

- 4. You would then fill in the details related to the plan that are required. Required fields have an asterisk (\*) next to the field’s name.



PLAN DETAILS

Provide a brief description of proposed project. Fields with a red asterisk (\*) are required to be completed.

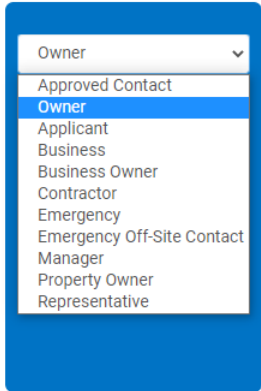
\* Plan Type

\* Description

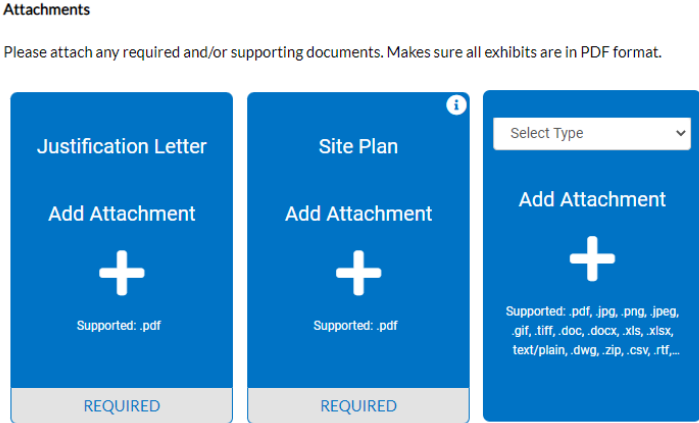
Description is required.

- 5. After adding all necessary details as well as any additional you may wish to enter to flush out your application, select the “Next” button at the bottom of the page.
- 6. In the next screen select and input what contacts are to be associated with this application. Some types of contact are required upon application, as such please input all that are required. The type of contact can be changed by selecting the

dropdown menu and selecting the appropriate type if you wish to add in anyone else so that they may be added into any correspondence.



- 7. Once all of the contacts have been added in, select the “Next” button at the bottom of the page.
- 8. Similar to the “Type” screen previously, you would then fill in additional information related to the application that is both necessary as well as anything you may wish to provide for a more thorough application review. Required fields have an asterisk (\*) next to the field’s name.
- 9. Once all of the information has been added in, select the “Next” button at the bottom of the page.
- 10. In the “Attachments” screen you would upload any documents pertaining to the application that may be required or that may assist in the application’s review. Any additional attachments you are uploading can be uploaded by their “type”, of which is selectable by choosing from the dropdown menu.



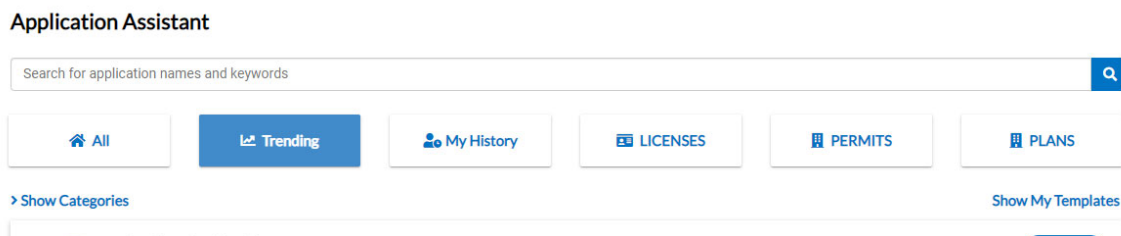
- 11. Once all of the documents you are uploading have been added in, select the “Next” button at the bottom of the page.
- 12. In the signature page you will need to both type in your name as the applicant as well as provide an electronic signature as to provide consent for the application and all that will be involved therein.



13. Once your name and signature have been input, select the “Next” button at the bottom of the page.
14. At this final page you may review all of the information you have (or may not have) input for the application. Once you are done reviewing the inputs you made, go ahead and select the “Submit” button located at the top or at the bottom of the page to formally submit the application. Otherwise, if you wish to make modifications you may hit the “Back” button in order to make any final corrections before submitting.
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That’s all there is to applying for a plan!