

PALM SPRINGS ONLINE



CANNABIS LICENSE

** California 2022 Codes Effective January 1, 2023

Welcome to Palm Springs Online

If you have any questions please visit our Getting Started page for more info.



Apply

This tool can be used to apply for a permit, plan or license.



Pay Invoice

Use this tool to pay for individual invoices.



Search Public Records

This tool can be used to search for existing permits, plans, inspections, code cases, requests and licenses.



Getting Started User Guides

This tool can be used to access additional resources and helpful guides.



Already a Contractor

Are you already a contractor with



Renew Business License

Use this tool to submit a question to



Calendar

Click here to find out about certain



Contact Us

Use this tool to submit a question to

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OVERVIEW

The purpose of this guide is to assist constituents in the City of Palm Springs that desire to apply for a Cannabis Related Business and Activities license. This guide will illustrate how to sign up to use the City of Palm Springs Self Service (CSS) system and give overview on how to apply for the license.

CREATING AN ACCOUNT

When you first visit Palm Springs Self Service portal, you will need to register by selecting “Register” in the top right corner of the screen.



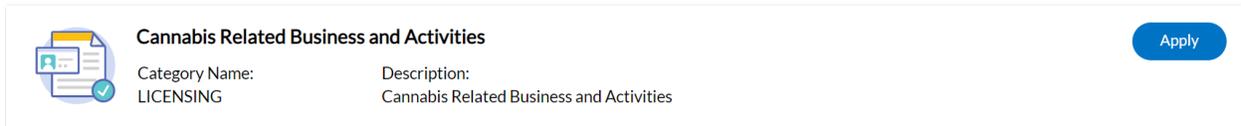
The next screen will direct you to “sign-up”. From here you simply need to follow all the steps required by the system to sign up. Please make note that any item with an asterisk (*) is required and will need to be completed.

APPLYING FOR A CANNABIS LICENSE

Once you have signed up, or signed in, you will be directed to the welcome page. Here you can apply for city permits, licenses etc. For purposes of this document, we will look at applying for a Cannabis License.

STEP 1 - APPLY

Select the “apply” tab and select “license”. The cannabis application is in this section. Select apply as shown below.



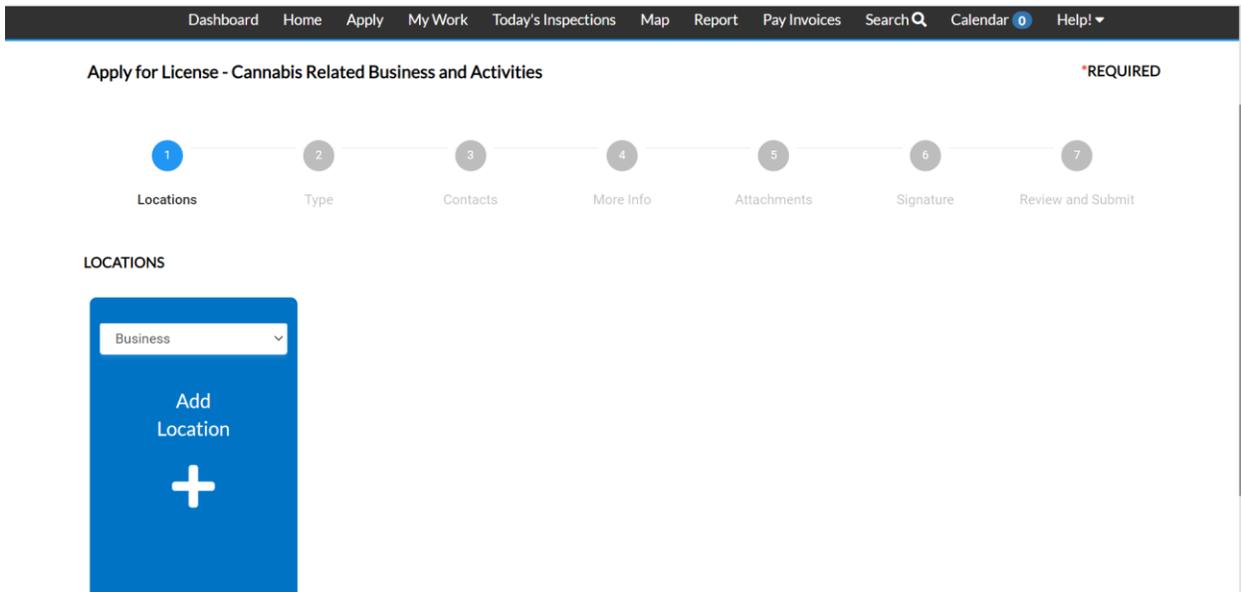
The screenshot shows a card for "Cannabis Related Business and Activities". On the left is an icon of a document with a checkmark. To the right of the icon, the text reads: "Cannabis Related Business and Activities", "Category Name: LICENSING", and "Description: Cannabis Related Business and Activities". In the top right corner of the card is a blue button labeled "Apply".

STEP 2 - APPLICATION

You will see an option to “create new business during application”. You first will need to select the “company type”. The types available are Corporation, General Partnership, LLC, LLP, Professional limited liability company or sole proprietorship. Next, select the + sign.

STEP 3 - LOCATION

The next screen will continue the application process. The first part is adding a location. Under the location drop box, please make sure to select “business”. Then select “add location”.



The screenshot shows the application process flow and the "Add Location" screen. At the top is a navigation bar with links: Dashboard, Home, Apply, My Work, Today's Inspections, Map, Report, Pay Invoices, Search, Calendar, and Help! Below the navigation bar is the title "Apply for License - Cannabis Related Business and Activities" and a "REQUIRED" indicator. A progress bar shows seven steps: 1. Locations (highlighted), 2. Type, 3. Contacts, 4. More Info, 5. Attachments, 6. Signature, and 7. Review and Submit. Below the progress bar is the "LOCATIONS" section, which features a dropdown menu with "Business" selected, the text "Add Location", and a large white plus sign on a blue background.

You will be able to search for an address or enter one manually.

City of Palm Springs California

Patrick Clifford

Dashboard Home Apply My Work Today's Inspections Map Report Pay Invoices Search Calendar Help

Add Address As Business Back to Application

SEARCH ENTER MANUALLY

Address & Parcel Search Use current location

1 Locations 2 Type 3 Contacts 4 More Info 5 Attachments 6 Signature 7 Review and Submit

LOCATIONS

Type: Business
425 CIVIC DR., PALM SPRINGS, CA 92262
Main Address
Parcel Number
507380008
Main Parcel
Remove

Location
Add Location

Create Template Save Draft Next

STEP 4 – TYPE

Under the “type” section, you will need to complete *Business Details and License Details*. After you complete, press next.

Locations **Type** Contacts More Info Attachments Signature Review and Submit

BUSINESS DETAILS

* Company Type Limited Liability Company

* Company Name Test Palm Springs Cannabis

Business Description Cannabis Dispensary with Lounge

DBA Palm Springs Cannabis Club

* Location Commercial

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

LICENSE DETAILS

* License Type Cannabis Related Business and Activ

Description

[Back](#) [Create Template](#) [Save Draft](#) [Next](#)

[w to register for a Palm Springs Online account!](#)

STEP 5 – CONTACTS

Under the contacts section, you will need to provide contact information for the applicant, the business owner, and the emergency off-site contact.

- Locations
- Type
- Contacts
- More Info
- Attachments
- Signature
- Review and Submit

CONTACTS

Applicant
Add Contact
+

Business Owner
Add Contact
+

Emergency Off-Site Contact
Add Contact
+

Select Type
Add Contact
+

REQUIRED

- Back
- Create Template
- Save Draft
- Next

For each contact, you can search for an existing contact, or manually add. Additionally, you can set favorites.

[Back to Application](#)

Add Contact

Add Contact As : Applicant

- Search
- Enter Manually
- My Favorites

Search

[How to register for a Palm Springs Online account!](#)

STEP 6 – MORE INFO

In this section, you will need to complete information labeled with an asterisk(*) as well as any additional relative information. Once completed, press next.

Business Information

[Previous Section](#) | [Top](#) | [Main Menu](#)

Retail Type

- Dispensary
- Delivery
- Lounge

Testing Testing Type 8

Distribution

- Distribution/Transportation (11)
- Distribution/Transportation (12)

Manufacturing

- Manufacturing (7)
- Manufacturing (6)
- Manufacturing (N)
- Manufacturing (P)

STEP 7 – ATTACHEMENTS

In the attachments section, you will need to complete and provide the Cannabis Related Business and Activities application, which can be found on our [Cannabis Webpage](#). Additionally, you can submit additional documents. Select next when completed.



Attachments



Cannabis Related Business and Activitie...
CannabisApp Revised 072022.pdf
Size: 327.23 KB

[Remove](#)

Select Type

Add Attachment

+

Supported: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, text/plain, .dwg, .zip, .csv, .rtf...

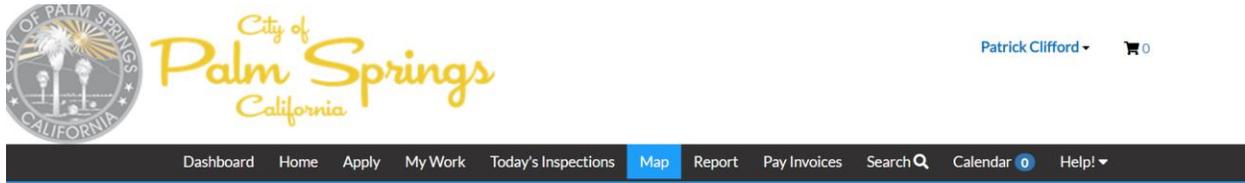
[Back](#) [Create Template](#) [Save Draft](#) [Next](#)

STEP 8 – SIGNATURE

This section is simply asking for your signature. Select next when completed.

STEP 9 – REVIEW AND SUBMIT

This section you will need to review the information and submit. If you need to make correction, you can select the back button to return to the respective screen. Once submitted, you will receive confirmation.



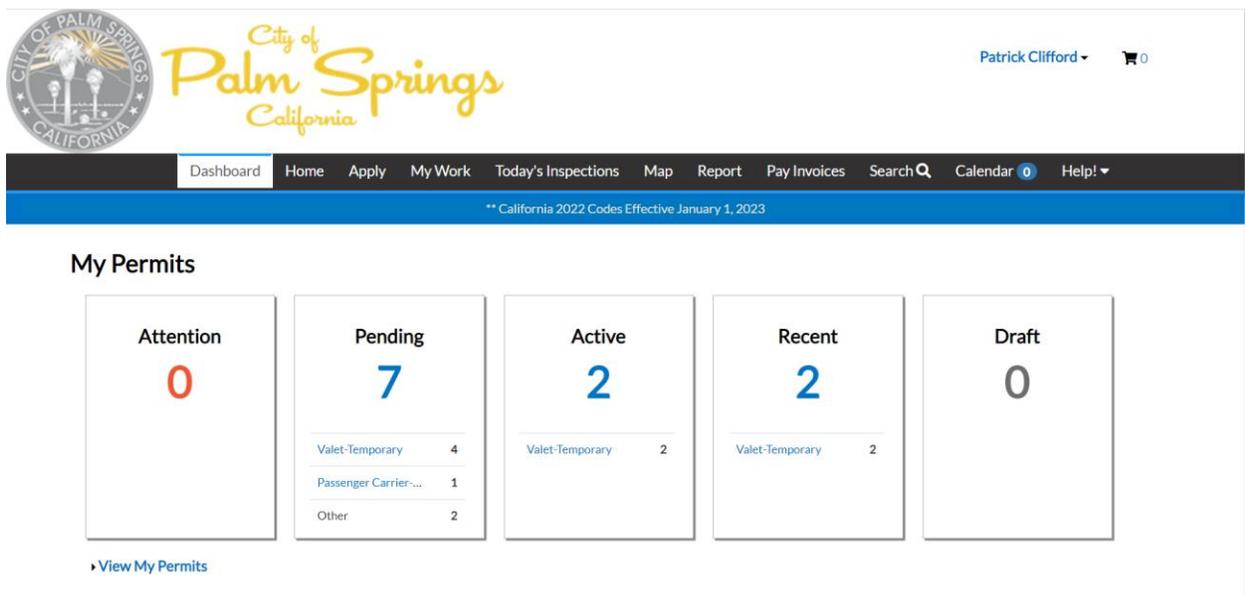
✔ Your application was successfully submitted!

[Continue to license](#)

<https://palmspringsca-energoweb.tylerhost.net/apps/selfservice/palmspringsca.gov#/map>

STEP 9 – DASHBOARD

Once the application is submitted, you will be directed to the dashboard. Here you can see any permits, plans, inspections, invoices or licenses related to you.



My Plans

Attention 0	Pending 0	Active 0	Recent 0	Draft 0
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[View My Plans](#)

My Inspections

Requested 0	Scheduled 0	Closed 0
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My Invoices

Current 0	\$0.00
Past Due	\$0.00

STEP 10 – MY LICENSES

When you select the respective license, you will be directed to the license details. Here you can review the summary of the license.

The screenshot shows a web interface for license management. At the top, there is a navigation bar with links: Dashboard, Home, Apply, My Work, Today's Inspections, Map, Report, Pay Invoices, Search, Calendar (with a notification icon), and Help. Below the navigation bar, the license number is displayed as C-000191-2023, with an "Add to Cart" button. The license holder is identified as "Palm Springs Cannabis Club". A message states: "License cannot be printed at this time. License has not been issued." Below this, there are links for "License Details", "Tab Elements", and "Main Menu". The "License Details" section is highlighted in light blue and contains the following information:

License Type:	Cannabis Related Business and Activities	District:	2	Applied Date:	05/16/2023
Account Number:		Issued By:	Administrator, System	Period Start Date:	
Status:	Submitted - Online	Expiration Date:		01/01/2999	
Description:					

Staff will be in touch with you for any additional information needed. Once the license has been received, you will notice the "fees" section on the dashboard update. Before the license can be reviewed and processed, you will need to pay. Please see example below.

My Inspections

Requested	Scheduled	Closed
0	0	0

[View My Inspections](#)

My Invoices

Current	0	\$0.00
Past Due	1	\$10,806.00 Add To Cart
Total	1	\$10,806.00 Add To Cart

[View My Invoices](#)

To pay the fees, simply follow the instructions that appear.

STEP 11 – CONTACT WITH STAFF

CONGRATULATIONS ON SUBMITTING A LICENSE. PLEASE STAY IN CONTACT WITH STAFF ON ANY ADDITIONAL NEEDS. IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT THE DEPARTMENT OF SPECIAL PROGRAM COMPLIANCE AT 760-322-8317 OR EMAIL CANNABIS.ADMIN@PALMSPRINGSCA.GOV