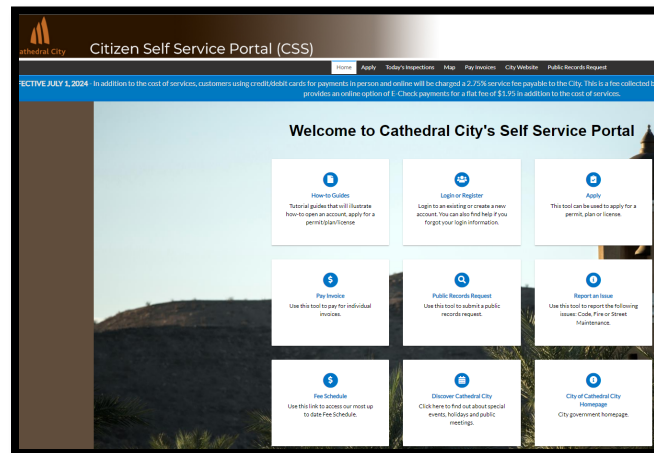


Access Through City Website:

- ### 1. Select Online Services (Red Box)



- ## 2. Select Login or Register (Top Center Box)



3. If new, select Create an account – If existing account below options or enter your email address and select next.
Use your password or email verification:

Email

First name

Last name

Mobile phone

Optional

Password

Password requirements:

• At least 8 characters

• A lowercase letter

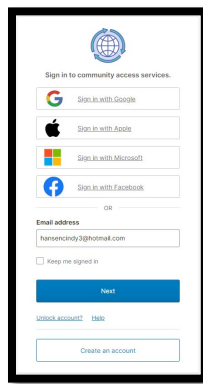
• An uppercase letter

• A number

• No parts of your username

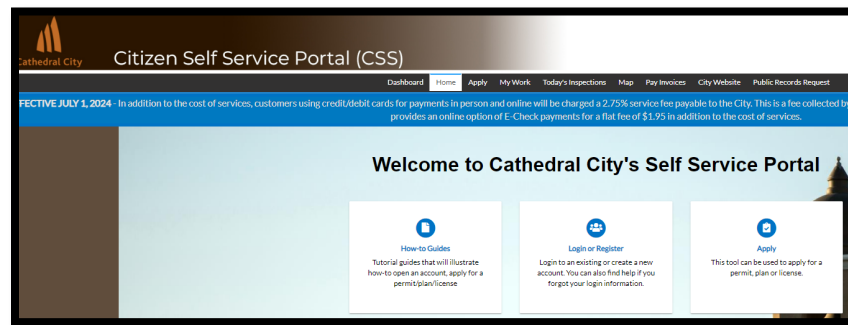
Sign up

[Already have an account?](#)

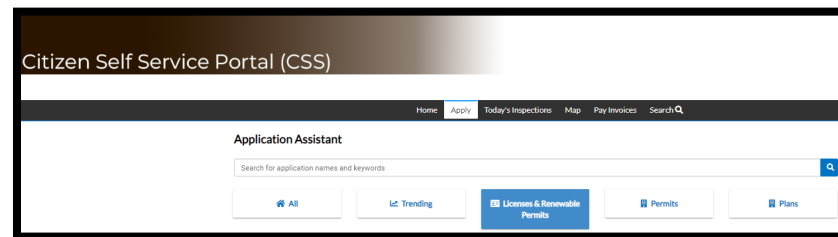


4. Fill in requested information and select Sign Up:

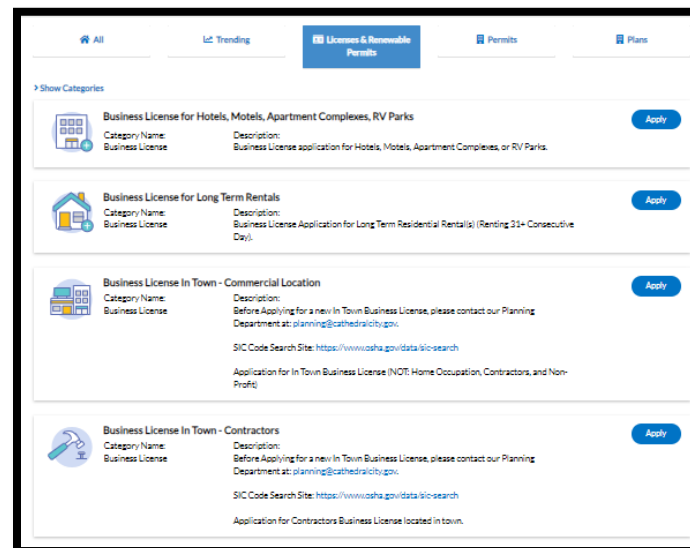
5. Once logged in go to Apply (Top Right Box or on menu bar):



6. Select the option Licenses & Renewable Permits:



7. Select the Apply button for the most appropriate application option from the 9 license types listed below:



8. Create New Business – Select company type from drop down:

energov_test | Hub - Enterprise ERP | Permit Types | Plan Types | Home | Microsoft 365 | ERP Projects - Home | Apply for License

selfservice.cathedralcity.gov/energovtest/selfservice#/businessLicense/apply/business/663

Cathedral City Citizen Self Service Portal (CSS)

TESTTESTTESTTEST

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

Apply for License - Business License In Town - Commercial Location

Select or create the business for this application

Select Company Type

- Select Company Type
- Exempt
- General Partnership
- Enter Manually
- Limited Liability Company
- Limited Partnership
- Sole Proprietorship
- Trust

+

9. Add Location - Select white plus sign - Add Location

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

Apply for License - Business License In Town - Commercial Location *REQUIRED

1 2 3 4 5 6 7

Locations Type Contacts More Info Attachments Signature Review and Submit

LOCATIONS

Using the "Add Location" card below, add the city address related to this application.

If address is outside Cathedral City Limits select Enter Manually Button. Make sure you fill in all applicable fields.

LOCATION TYPE REQUIRED

Location and Mailing addresses are required (default type already selected on the card drop down).

If you are unable to locate the address, but have a parcel number, after clicking the "Add Location" card, switch to the Parcel tab and enter the Parcel Number. If you are unable to find the address or parcel associated with your project, please contact the Planning and Zoning Department at: (760) 770-0340.

Location

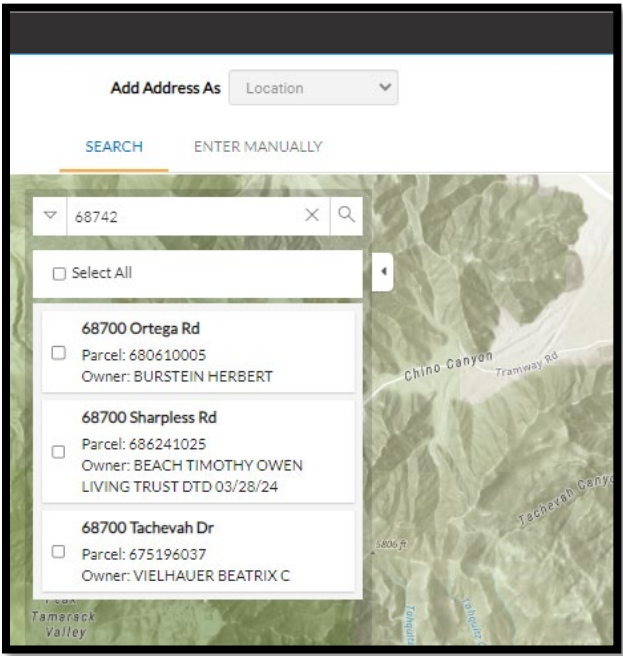
Add Location

+

REQUIRED

Create Template Save Draft Next

10. If a Cathedral City Address use the Search option or current location if you are at your business. Enter the address in the search box. Only enter the street number. The system will pull all the addresses in Cathedral City that have the same street number, and then you can select the correct one.



- If not in the City Limits, use the Enter Manually Option (make sure you fill out all the applicable information) and select Save

A screenshot of the 'Enter Manually' address form. The form is titled 'Enter Manually' and has a 'Save' button at the bottom right. The fields are: Country Type (US), Enter Address (Search Addresses), Street Number (68700), Pre Direction (dropdown), Street Name (Calder), Street Type (ST), Post Direction (dropdown), Unit Or Suite (PMA), City (Los Angeles), State (CA), Postal Code (92225), and Country (Los Angeles). There is a 'Save' button at the bottom right.

P.O. Box is entered on the Street Number field:

A screenshot of the 'Enter Manually' address form, similar to the previous one, but with 'P.O. Box 1024' entered in the Street Number field. The other fields are the same: Country Type (US), Enter Address (Search Addresses), Pre Direction (dropdown), Street Name (Calder), Street Type (ST), Post Direction (dropdown), Unit Or Suite (PMA), City (Los Angeles), State (CA), Postal Code (92225), and Country (Los Angeles). There is a 'Save' button at the bottom right.

*** Make sure you enter both the Mailing and the Location Address separately even if they are the same *** - Select Save

The screenshot shows the 'Apply for License - Business License In Town - Commercial Location' form. The progress bar at the top indicates seven steps: 1. Locations (active), 2. Type, 3. Contacts, 4. More Info, 5. Attachments, 6. Signature, and 7. Review and Submit. The 'LOCATIONS' section contains instructions: 'Using the "Add Location" card below, add the city address related to this application. If address is outside Cathedral City Limits select Enter Manually Button. Make sure you fill in all applicable fields. LOCATION TYPE REQUIRED Location and Mailing addresses are required (default type already selected on the card drop down). If you are unable to locate the address, but have a parcel number, after clicking the "Add Location" card, switch to the Parcel tab and enter the Parcel Number. If you are unable to find the address or parcel associated with your project, please contact the Planning and Zoning Department at: (760) 770-0340.' Below the instructions are three cards: 'Type: Location' with address '68742 Ortega Rd., CATHEDRAL CITY 92234, CA', 'Type: Mailing' with address 'Los Angeles P.O. Box 1234, Los Angeles, CA 90025', and a blue 'Add Location' card with a white plus sign. At the bottom are buttons for 'Create Template', 'Save Draft', and 'Next'.

11. Enter Business Details – Enter all fields that are applicable to your business (red asterisk fields are required). Then select Next. (See example below):

The screenshot shows the 'Apply for License - Business License In Town - Commercial Location' form, Step 2: Type. The progress bar shows Step 1 completed and Step 2 active. The 'BUSINESS DETAILS' section includes: 'Company Type' (dropdown: Incorporation), 'Company Name' (text: Kanga's Bounce House), 'Business Description' (text: Party location with indoor bounce house), 'DBA' (text field), and 'Location' (dropdown: Non-Residential). The 'LICENSE DETAILS' section includes: 'License Type' (dropdown: Business License In Town - Common) and 'Description' (text: Party location with indoor bounce house). At the bottom are buttons for 'Back', 'Create Template', 'Save Draft', and 'Next'.

12. Add Contacts associated with this license (Select the Add Contact white plus sign for each contact):

The screenshot shows the 'Add Contact' form. At the top is a 'Back to Application' link. Below is the title 'Add Contact' and the text 'Add Contact As : Business'. There are three buttons: 'Search', 'Enter Manually' (active), and 'My Favorites'. The 'Enter Manually' section contains a form with the following fields: 'First Name' (text: Kris), 'Last Name' (text: Kanga), 'Company Name' (text: Kanga's Bounce House), 'Email' (text: kangas@bouncehouse.com), 'Home Phone' (text: (123) 456-7890), 'Mobile Phone' (empty), and 'Business Phone' (empty). A 'Submit' button is at the bottom.

[Back to Application](#)

Add Contact

Add Contact As : Owner

Search **Enter Manually** My Favorites

Enter Manually

First Name

Last Name

Company Name

Email

Home Phone

Mobile Phone

Business Phone

Submit

13. Select Next after all contacts have been added

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

Apply for License - Business License In Town - Commercial Location *REQUIRED

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

CONTACTS

All contact cards displayed below must be provided. Please perform a search first to find your contact, if you are unable to locate the required contacts, after selecting the "Add Contact" card, click the Enter Manually tab to create the new contact.

SAVE TIME ON FUTURE SUBMISSIONS....
After clicking the "Add Contact" card, you can search for your contacts which you regularly reference and click the star located to the left of their name. This contact will now display under the "My Favorites" tab.

You may use the same person for multiple contacts.

Applicant Cindy Hansen (You) 68543 B, CATHEDRAL CITY, CA, 92234	Business Kris Kanga Kanga's Bounce House Remove	Owner Kris Kanga Remove	Applicant <input type="text" value="Applicant"/> Add Contact
--	---	--	--

Back **Create Template** **Save Draft** **Next**

14. More Info – Enter required information (skip Taxable Square Footage)

- Enter Type of business from drop down
- Based on Type of business choose correct Class Type (A, B, or C)
- Enter Gross Receipts for the prior year
- Enter SIC Code Number – use link to search if you do not know your number
- Enter projected inspection date (at least 2 weeks out)

Apply for License - Business License In Town - Commercial Location *REQUIRED

Locations ✓ Type ✓ Contacts ✓ More Info 4 Attachments 5 Signature 6 Review and Submit 7

MORE INFO

Please provide additional details about your project below.
Hint: Fields with an asterisk (*) are required.

Tax Information [Next Section | Top | Main Menu](#)

Taxable Square Footage:

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

*Type of Business:

Please Answer the Questions That are Applicable to Your Business - Not Answering the Applicable Questions That Pertain to Your Business Will Delay License Processing Times

Before Applying for a New In-City Business License, Please Contact our Planning Department at: planning@cathedralcity.gov

Please Review the License Classes Below and Then Make a Selection in the "Class Type" Field (A, B, C).

CLASS A: Automobile Repair and Services; Laundry, Dry Cleaning and Garment Services Manufacturing; Retail Trade; Wholesale Trade; Artists; Upholsterers; Refinisher and Print Shops

CLASS B: Amusement and Recreation Services, including Motion Pictures; Architectural Services; Beauty Shops; Engineering Services; Landscape and Horticultural Services; Operators, Renters and Lessors of Commercial Property; Services to Building; All Other Persons Engaged in Business not Specifically Listed Elsewhere, including: Restaurants, Pool Services, Mobile Home Parks, Window Cleaners, Carpet Cleaners, Health Spas and Athletic Clubs.

CLASS C: Accounting, Auditing and Bookkeeping Services; Barbers and Hairstylists; Financial Services; Insurance Brokers and Services; Legal Services; Secretarial Services; Management and Public Relations Services; Medical and Health Services; Real Estate Agents, Brokers, Managers and Services.

*Class Type:

*Gross Receipts (Annual):

Cathedral City Fire Permit Number (If Applicable):

If you do not know Your SIC Code, Please use the Link below to Lookup Your SIC Code

[SIC Code Link](#)

*Enter SIC Code:

*Requested Inspection Date (Business Ready to Open):

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

15. Attach any required documents based on the Documents Requirements in the instructions Select Type then select White Plus to select document to attach. Once complete select Next.

Apply for License - Business License In Town - Commercial Location *REQUIRED

Locations ✓ Type ✓ Contacts ✓ More Info 4 Attachments 5 Signature 6 Review and Submit 7

Attachments

ATTACHMENT FILE REQUIREMENTS

Before plans are submitted for review, files must follow the below guidelines:

- Unnecessary content removed
- Files attached within PDFs must be removed
- Reduce the file size as much as possible without reducing clarity below 300 DPI
- Remove any file security
- If a file's size is greater than 100MB, split pages into multiple 100MB files
- Documents uploaded cannot have the same file name, if you see the message "File already exists," please rename one of the files and attempt to upload the file again

PLEASE NOTE:

Document Requirements:

- If Corporation - attach first 3 Pages of the Articles of Incorporation
- If Limited Liability Company - attach first 3 Pages of the Articles of Organization
- Fictitious Name Statement/Proof of Publication Required:
 - Name on Articles does not match Business Name
 - Sole Proprietorship - Surname (last name) not in Name of Business
- IRS Tax ID Form - Corporations/LLC or Partnership
- Retail - Copy of Sellers permit
- State/County License - If Applicable

Failure to follow all the above requirements will cause a delay in processing your application for review.

Select Type ▼

Select Type

- Applicable State License
- Articles of Incorporation
- Fictitious Name Statement
- Sellers Permit

+

Supported: .pdf, .jpg, .png, .jpeg, .dwg, .csw, .shp

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

19. Select Check Out and you will be able to pay your license fees. You can select to pay by Credit Card or E-check. (Credit Card transaction fee: 2.75% - E-check fee: \$1.95)

Shopping Cart

Total \$292.75

Check Out

Invoice: INV-00029072

Description: BLIC-IN-003042-2024

Due Date: 08/29/2024

Case Number	Project	Case Address	Amount Due
BLIC-IN-003042-2024		68742 Ortega Rd CATHEDRAL CITY CA 92234	\$292.75

\$292.75

Remove

Top | Main Menu

Total \$292.75

Check Out

MyGovPay

POWERED BY

GOVTECHNOLOGIES

Cathedral City, CA

Order Number: 1087

Monday, July 1, 2024

Invoice #	Item Description	Quantity	Unit Price	Total Price
INV-00027835	NONE	1	\$100.00	\$100.00
Item Total:				\$100.00
Surcharge Fee:				\$2.75 (credit card) / \$1.95 (e-check)
Order Total:				\$102.75 (credit card) / \$101.95 (e-check)

Payment Details

Email Address (required)

Choose Payment Method

Cancel

20. Once paid, you have completed your application. City staff will notify you via email. You will be notified that your license has been issued and you will be able to print your license from your account online. (For In-Town Licenses that require inspections, please ensure that you requested the proper date on step 14 for your fire/building inspections – We will use this date to setup your initial inspections)