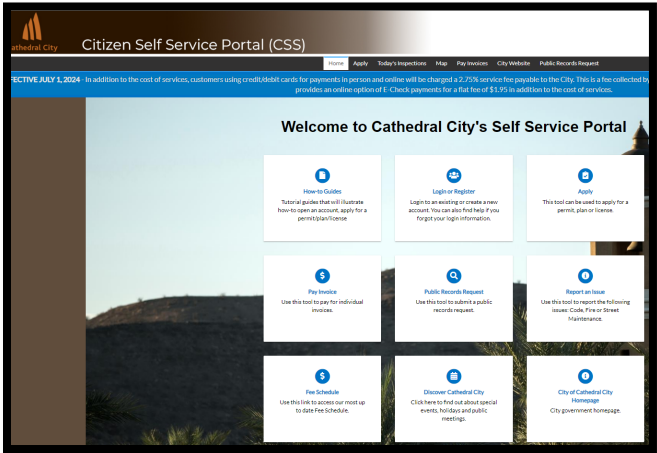


Acceso a través del sitio web de la ciudad:

1. Select Seleccione Servicios en línea (Cuadro Rojo)



2. Seleccione Iniciar sesión o Registrarse (Cuadro Superior Central)



3. Si es nuevo, seleccione Crear una cuenta. Si tiene una cuenta existente, use las siguientes opciones o ingrese su dirección de correo electrónico y seleccione Siguiente. Utilice su contraseña o verificación por correo electrónico:

Email

First name

Last name

Mobile phone

Optional

Password

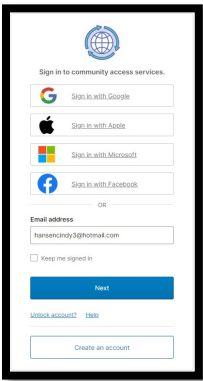
Password requirements:

- At least 8 characters
- A lowercase letter
- An uppercase letter
- A number
- No parts of your username

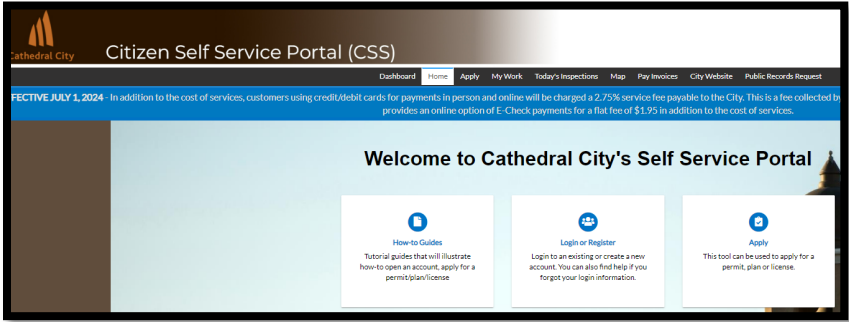
Sign up

[Already have an account?](#)

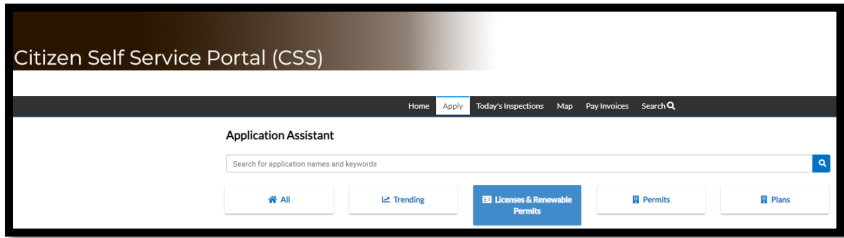
4. Complete la información solicitada y seleccione Registrarse:



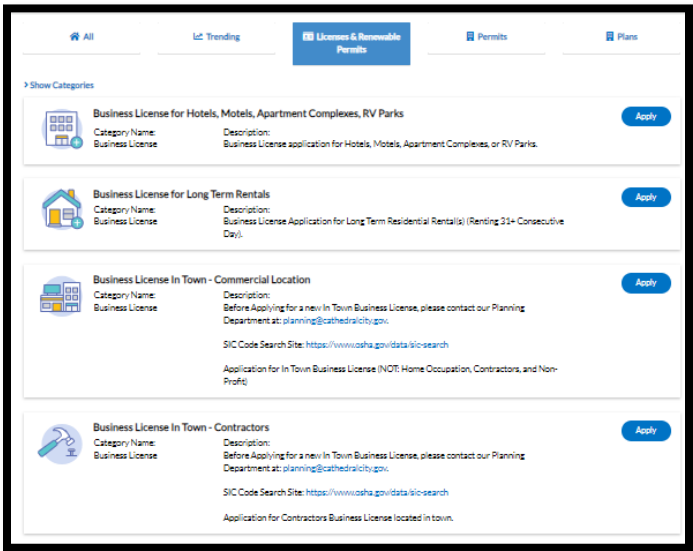
5. Una vez que haya iniciado sesión, vaya a Aplicar (cuadro superior derecho o en la barra de menú):



6. Seleccione la opción Licencias y Permisos Renovables:



7. Seleccione el botón Aplicar para la opción de aplicación más adecuada entre los 9 tipos de licencia que se enumeran a continuación:



8. Cree un nuevo negocio: seleccione el tipo de empresa en el menú desplegable:

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
- Professional Corporation
- Limited Liability Company
- Limited Partnership
- Sole Proprietorship
- Trust

+

9. Agregar ubicación - Seleccione el signo más blanco - Agregar ubicación

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

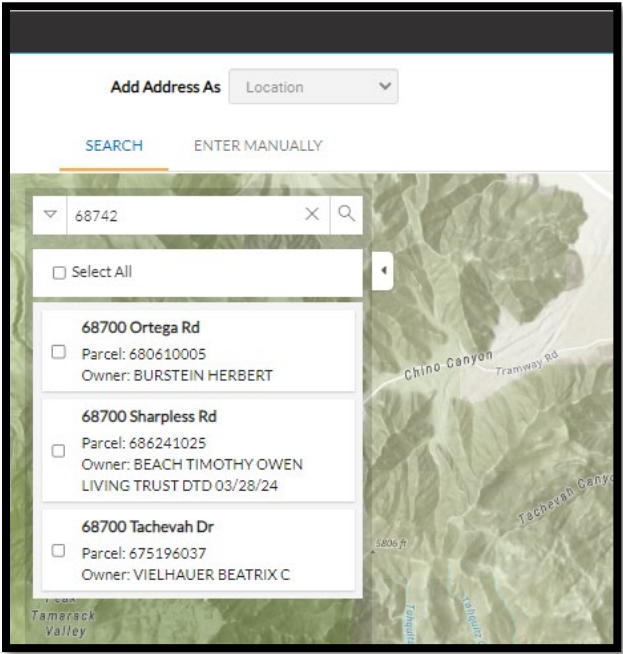
Add Location

+

REQUIRED

Create Template Save Draft Next

10. Si la dirección de una ciudad catedral utiliza la opción de búsqueda o la ubicación actual si se encuentra en su negocio. Introduzca la dirección en el cuadro de búsqueda. Introduzca únicamente el número de la calle. El sistema extraerá todas las direcciones en Cathedral City que tengan el mismo número de calle y luego podrá seleccionar la correcta.



- Si no está dentro de los límites de la ciudad, use la opción Ingresar manualmente (asegúrese de completar toda la información correspondiente) y seleccione Guardar

A screenshot of the 'Enter Manually' address form. The form has a header 'Add Address As' with a 'Location' dropdown. Below it are two tabs: 'SEARCH' and 'ENTER MANUALLY' (active). The form fields are: 'Country Type' (US), 'Enter Address' (Search Addresses), 'Street Number' (68700), 'Pre Direction' (Calder), 'Street Name' (ST), 'Street Type' (ST), 'Post Direction' (AAA), 'Unit Or Suite' (Los Angeles), 'City' (Los Angeles), 'State' (CA), 'Postal Code' (92225), and 'Country' (Los Angeles). There is a 'Save' button at the bottom.

P.O. Box Se ingresa una casilla en el campo Número de calle:

A screenshot of the 'Enter Manually' address form. The form has a header 'Add Address As' with a 'Location' dropdown. Below it are two tabs: 'SEARCH' and 'ENTER MANUALLY' (active). The form fields are: 'Country Type' (US), 'Enter Address' (Search Addresses), 'Street Number' (P.O. Box 1234), 'Pre Direction' (Calder), 'Street Name' (ST), 'Street Type' (ST), 'Post Direction' (AAA), 'Unit Or Suite' (Los Angeles), 'City' (Los Angeles), 'State' (CA), 'Postal Code' (92225), and 'Country' (Los Angeles). There is a 'Save' button at the bottom.

*** Asegúrese de ingresar la dirección postal y la dirección de ubicación por separado, incluso si son la misma *** -
Selecione Guardar

The screenshot shows the 'Apply for License - Business License In Town - Commercial Location' form. The progress bar at the top indicates Step 1 (Locations) is active, followed by Type, Contacts, More Info, Attachments, Signature, and Review and Submit. The 'LOCATIONS' section includes instructions on how to add a location and a note about the address type. Below this, there are two columns for 'Type: Location' and 'Type: Mailing', each with fields for address, main address, and parcel number. A large blue button labeled 'Add Location' with a plus sign is prominently displayed. At the bottom, there are buttons for 'Create Template', 'Save Draft', and 'Next'.

11. Ingrese los detalles de la empresa: ingrese todos los campos que sean aplicables a su empresa (los campos con asterisco rojo son obligatorios). Luego seleccione Siguiente. (Ver ejemplo a continuación):

The screenshot shows the 'Apply for License - Business License In Town - Commercial Location' form, Step 2 (Type). The progress bar shows Step 2 is active. The 'BUSINESS DETAILS' section includes a description field and a note about asterisks indicating required fields. Below this, there are fields for 'Company Type' (Incorporation), 'Company Name' (Kanga's Bounce House), 'Business Description' (Party location with indoor bounce house), 'DBA', and 'Location' (Non-Residential). The 'LICENSE DETAILS' section includes a 'License Type' dropdown (Business License In Town - Commer) and a 'Description' field. At the bottom, there are buttons for 'Back', 'Create Template', 'Save Draft', and 'Next'.

12. Agregue contactos asociados con esta licencia (selecione el signo más blanco Agregar contacto para cada contacto):

The screenshot shows the 'Add Contact' form. At the top, there is a 'Back to Application' link and a 'Add Contact' title. Below this, it says 'Add Contact As : Business'. There are three buttons: 'Search', 'Enter Manually' (highlighted), and 'My Favorites'. Under the 'Enter Manually' section, there are input fields for 'First Name' (Kris), 'Last Name' (Kanga), 'Company Name' (Kanga's Bounce House), 'Email' (kangas@bouncehouse.com), 'Home Phone' ((123) 456-7890), 'Mobile Phone', and 'Business Phone'. 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

13. Seleccione Siguiente después de que se hayan agregado todos los contactos.

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.

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

14. Más información: ingrese la información requerida (omite los pies cuadrados sujetos a impuestos)

- Ingrese Tipo de negocio desde el menú desplegable
- Según el tipo de negocio, elija el tipo de clase correcto (A, B o C)
- Ingrese los ingresos brutos del año anterior
- Ingrese el número de código SIC: use el enlace para buscar si no conoce su número
- Ingrese la fecha de inspección proyectada (al menos 2 semanas antes)

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

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

MORE INFO

Please provide additional details about your project below.
Note: 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 Hairdresses; 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. Adjunte los documentos requeridos según los Requisitos de documentos en las instrucciones. Seleccione Tipo y luego seleccione Blanco Plus para seleccionar el documento que desea adjuntar. Una vez completado, seleccione Siguiente.

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

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

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/Country 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, doc, docx, ppt, pptx

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

17. Revise la información y luego seleccione Enviar:

Locations	
Location	87420 28ppg Tru - CANADIA, CT, USA
Phone Number	860-655-5555
Address	420 S. Litchfield St., Litchfield, CT, 06033
State	CT
Country Name	United States of America
Company Type	Incumbent
Business Description	Tru's national on-site service house
DOB	
DOB Year	
DOB Month	
DOB Day	
DOB Hour	
DOB Minute	
DOB Second	
DOB Third	
DOB Fourth	
DOB Fifth	
DOB Sixth	
DOB Seventh	
DOB Eighth	
DOB Ninth	
DOB Tenth	
DOB Eleventh	
DOB Twelfth	
DOB Thirteenth	
DOB Fourteenth	
DOB Fifteenth	
DOB Sixteenth	
DOB Seventeenth	
DOB Eighteenth	
DOB Nineteenth	
DOB Twentieth	
DOB Twenty-first	
DOB Twenty-second	
DOB Twenty-third	
DOB Twenty-fourth	
DOB Twenty-fifth	
DOB Twenty-sixth	
DOB Twenty-seventh	
DOB Twenty-eighth	
DOB Twenty-ninth	
DOB Thirtieth	
DOB Thirty-first	
DOB Thirty-second	
DOB Thirty-third	
DOB Thirty-fourth	
DOB Thirty-fifth	
DOB Thirty-sixth	
DOB Thirty-seventh	
DOB Thirty-eighth	
DOB Thirty-ninth	
DOB Fortieth	
DOB Forty-first	
DOB Forty-second	
DOB Forty-third	
DOB Forty-fourth	
DOB Forty-fifth	
DOB Forty-sixth	
DOB Forty-seventh	
DOB Forty-eighth	
DOB Forty-ninth	
DOB Fiftieth	
DOB Fifty-first	
DOB Fifty-second	
DOB Fifty-third	
DOB Fifty-fourth	
DOB Fifty-fifth	
DOB Fifty-sixth	
DOB Fifty-seventh	
DOB Fifty-eighth	
DOB Fifty-ninth	
DOB Sixtieth	
DOB Sixty-first	
DOB Sixty-second	
DOB Sixty-third	
DOB Sixty-fourth	
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DOB Sixty-sixth	
DOB Sixty-seventh	
DOB Sixty-eighth	
DOB Sixty-ninth	
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DOB Seventy-first	
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DOB Seventy-seventh	
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DOB Seventy-ninth	
DOB Eightieth	
DOB Eighty-first	
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DOB Eighty-third	
DOB Eighty-fourth	
DOB Eighty-fifth	
DOB Eighty-sixth	
DOB Eighty-seventh	
DOB Eighty-eighth	
DOB Eighty-ninth	
DOB Ninetieth	
DOB Ninety-first	
DOB Ninety-second	
DOB Ninety-third	
DOB Ninety-fourth	
DOB Ninety-fifth	
DOB Ninety-sixth	
DOB Ninety-seventh	
DOB Ninety-eighth	
DOB Ninety-ninth	
DOB One Hundredth	
DOB One Hundred and First	
DOB One Hundred and Second	
DOB One Hundred and Third	
DOB One Hundred and Fourth	
DOB One Hundred and Fifth	
DOB One Hundred and Sixth	
DOB One Hundred and Seventh	
DOB One Hundred and Eighth	
DOB One Hundred and Ninth	
DOB One Hundred and Tenth	
DOB One Hundred and Eleventh	
DOB One Hundred and Twelfth	
DOB One Hundred and Thirteenth	
DOB One Hundred and Fourteenth	
DOB One Hundred and Fifteenth	
DOB One Hundred and Sixteenth	
DOB One Hundred and Seventeenth	
DOB One Hundred and Eighteenth	
DOB One Hundred and Nineteenth	
DOB One Hundred and Twentieth	
DOB One Hundred and Twenty-first	
DOB One Hundred and Twenty-second	
DOB One Hundred and Twenty-third	
DOB One Hundred and Twenty-fourth	
DOB One Hundred and Twenty-fifth	
DOB One Hundred and Twenty-sixth	
DOB One Hundred and Twenty-seventh	
DOB One Hundred and Twenty-eighth	
DOB One Hundred and Twenty-ninth	
DOB One Hundred and Thirtieth	
DOB One Hundred and Thirty-first	
DOB One Hundred and Thirty-second	
DOB One Hundred and Thirty-third	
DOB One Hundred and Thirty-fourth	
DOB One Hundred and Thirty-fifth	
DOB One Hundred and Thirty-sixth	
DOB One Hundred and Thirty-seventh	
DOB One Hundred and Thirty-eighth	
DOB One Hundred and Thirty-ninth	
DOB One Hundred and Fortieth	
DOB One Hundred and Forty-first	
DOB One Hundred and Forty-second	
DOB One Hundred and Forty-third	
DOB One Hundred and Forty-fourth	
DOB One Hundred and Forty-fifth	
DOB One Hundred and Forty-sixth	
DOB One Hundred and Forty-seventh	
DOB One Hundred and Forty-eighth	
DOB One Hundred and Forty-ninth	
DOB One Hundred and Fiftieth	
DOB One Hundred and Fifty-first	
DOB One Hundred and Fifty-second	
DOB One Hundred and Fifty-third	
DOB One Hundred and Fifty-fourth	
DOB One Hundred and Fifty-fifth	
DOB One Hundred and Fifty-sixth	
DOB One Hundred and Fifty-seventh	
DOB One Hundred and Fifty-eighth	
DOB One Hundred and Fifty-ninth	
DOB One Hundred and Sixtieth	
DOB One Hundred and Sixty-first	
DOB One Hundred and Sixty-second	
DOB One Hundred and Sixty-third	

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[Today's Inspections](#)
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Your application was successfully submitted!

Congratulations! You have successfully submitted your application. Please pay any outstanding fees due to expediting your permit issuance.

[Continue to license](#)

Fees

\$292.75

[View Details](#)
[Add to Cart](#)

19. Seleccione Pagar y podrá pagar las tarifas de su licencia. Puede seleccionar pagar con tarjeta de crédito o cheque electrónico. (Cargo por transacción con tarjeta de crédito: 2.75% - Cargo por cheque electrónico: \$1.95)

Shopping Cart

Total \$292.75

Check Out

Invoice: INV-00029072

Description: BLIC-IN-003042-2024

Due Date: 06/29/2024

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

GOVCONTRACTS

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 (cc 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. Una vez pagado, ha completado su solicitud. El personal de la ciudad le notificará por correo electrónico. Se le notificará que se ha emitido su licencia y podrá imprimirla desde su cuenta en línea. (Para licencias dentro de la ciudad que requieren inspecciones, asegúrese de solicitar la fecha adecuada en el paso 14 para sus inspecciones de incendio/edificación. Usaremos esta fecha para configurar sus inspecciones iniciales)