



THE HUB
ONLINE PORTAL

HOW TO APPLY FOR A POLITICAL SIGN PERMIT

La Quinta
— GEM of the DESERT —

 **tyler**
technologies



How to Apply for a Political Sign Permit

The HUB Online Portal is an online web portal where you can apply and search for permits, request inspections, search plans, code cases, and licenses, as well as pay fees. You can access the City of La Quinta's The HUB Online Portal at www.laquintaca.gov/HUBOnlinePortal.

Current The HUB Online Portal Guides

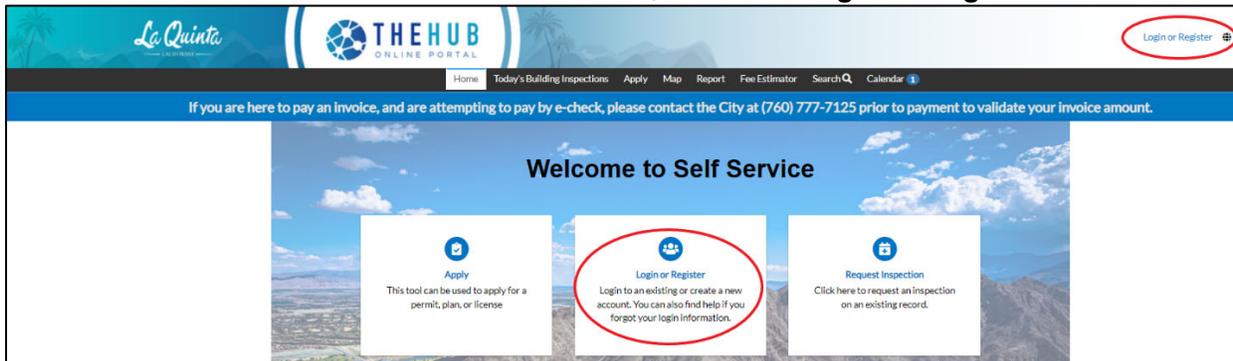
- **Inspection Requests & Status:** Inspections may be requested online, providing both the City and customer with a record of the request. Customers can review the status of scheduled and completed inspections in real-time.
- **How to Apply for Permits:** Customers with a registered account may apply for building, burn, special event, etc. permits as well as pay for permit fees online.
- **How to Submit Plans:** Customers will submit electronic plans, check on the status, review comments, resubmit plan revisions, and pay fees online for all plans.
- **How to Register:** Customers can establish an account to complete online applications.

If you have not created an account please use the following link to find our "How to Register" guide:

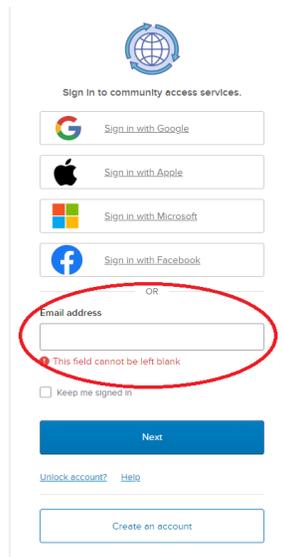
<https://www.laquintaca.gov/business/the-hub/the-hub-online-portal>

Login to your Account

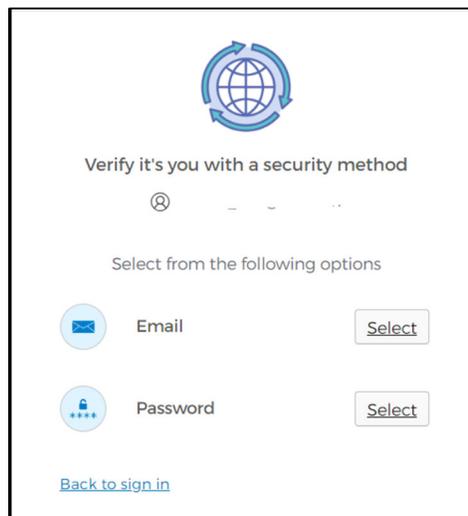
1. From The HUB Online Portal home screen, select the **Login or Register** icon.



2. The Login screen will appear, enter your email, and click next.



3. Select how you would like to verify yourself. You can either sign in using a verification email or a password.



4. If you selected password enter your password and click verify.

Verify with your password

Ⓔ

Password

Verify

[Forgot password?](#)

[Verify with something else](#)

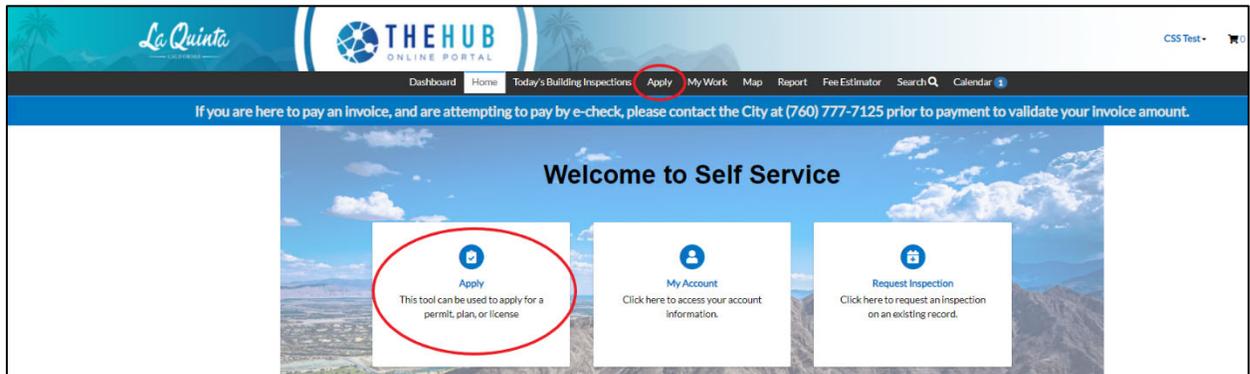
[Back to sign in](#)

5. Once you are successfully Verified you will be logged into our system and can apply for permits or look at your active permit information.

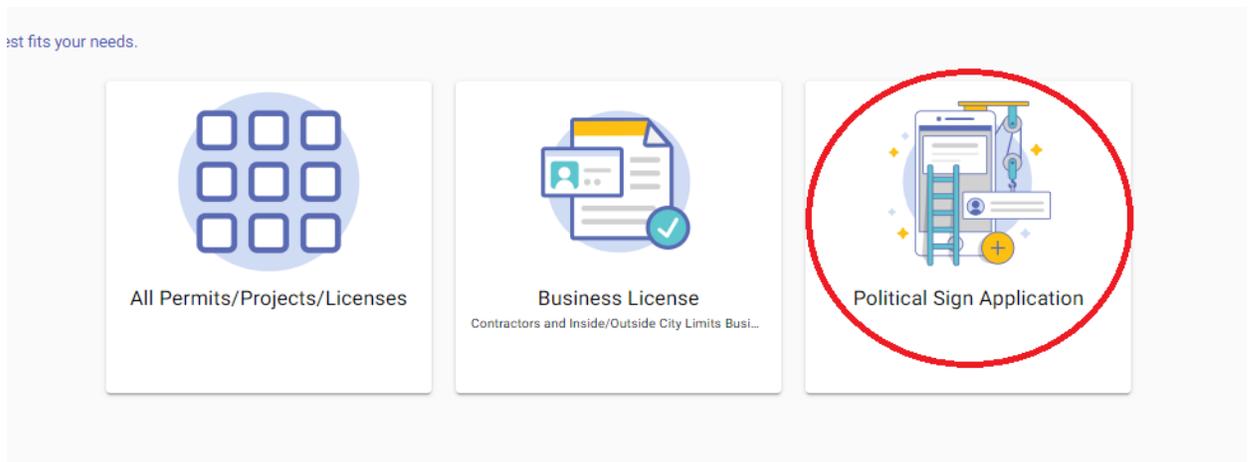
Submitting a Permit Application

Registered users can apply for permits on The HUB Online Portal.

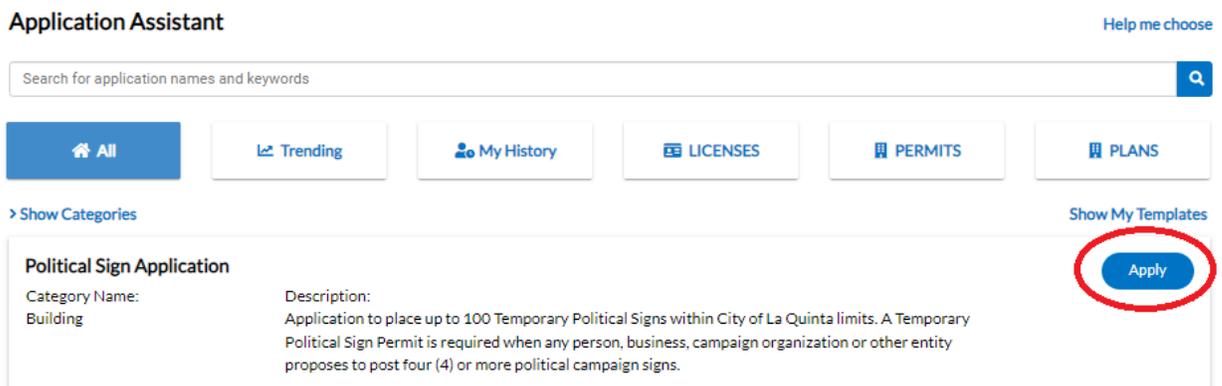
1. Select **Apply** to see the available application types.



2. Select **Political Sign Application**



3. Click on **Apply**



4. Add Description - Make sure to include Campaign Name and Date of Event and add 0 to valuation

Apply for Permit - Political Sign Application *REQUIRED

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

PERMIT DETAILS

Description should include name of campaign and date of event.

* Permit Type

* Description

Valuation

Create Template Save Draft **Next**

5. Your contact information will automatically be added to the application. Click 'Next'

Apply for Permit - Political Sign Application *REQUIRED

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

CONTACTS

Please add any additional contacts that will participate on this project, such as submitting documents, paying invoices, and checking status. You can only add contacts that have previously registered.

Applicant

User Account

78495 CALLE TAMPICO , La
Quinta, CA, 92253

Add Contact

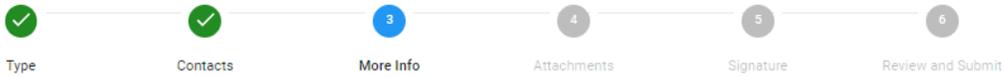
Back Create Template Save Draft **Next**

6. Complete all the fields on the More Info section. Click **'Next'**.

- Pro Tip - If you want us to automatically refund you after the end of the posting period download the form labeled "Refund Request / Replacement Sign Request Form", fill out the yellow part, and upload it in the Attachments section. If you choose to complete and upload or bring the form in person at the end of the posting period, you can do so just be aware that a refund won't be completed until the form is received.

Apply for Permit - Political Sign Application

*REQUIRED



MORE INFO

Sign Information

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

*Campaign Name

*Event Date

*Number of Signs (MAX 100)

*Sign Location Private Property
 Public Property

*Number of Signs to be posted on Private Property?

*Sign Height (ft)

*Individual Sign Area (Private)

*Individual Sign Area (Public)

When the posting period ends and all signs have been picked up, fill out the the yellow portion of the "Refund Request / Replacement Sign Request Form" and submit it by either uploading the form to the portal or by dropping it off at City Hall so we can initiate your refund.

[Refund Request / Replacement Sign Request Form](#)

[Political Sign FAQ & Sign Size Specifications](#)

[LQMC 9.160.60 - Sign Rules and Regulations](#)

[Back](#)

[Create Template](#)

[Save Draft](#)

[Next](#)

7. If you downloaded the 'Refund Request / Replacement Sign Request Form', you can upload the signed form by clicking the + sign and selecting file. Once you have uploaded the form, click **'Next'**.

Apply for Permit - Political Sign Application *REQUIRED

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

Attachments

Please attached the Refund Request form if you want us to automatically process your refund 7 days after the event has finished. Refund processing times can vary from 2-4 weeks depending on the type of payment that was made.

click or drag files

Add Attachment

+

Supported: pdf, jpg, png, jpeg, doc, docx

Back Create Template Save Draft **Next**

8. Sign the application and click **'Next'**.

Apply for Permit - Political Sign Application *REQUIRED

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

SIGNATURE

I certify that I have read this application packet in its entirety and have read and understand the City's temporary sign regulations (LQMC 9.160.60). I further certify that each application item submitted is consistent with the requirements listed in the following Section C and all proposed temporary improvements included in this application are proposed in compliance with all applicable regulations. I understand by signing as the applicant below, I am responsible for removing each temporary sign for which this permit is issued by the end of the above noted Removal Date (7 days from the end of the Posting Period) and that I am responsible for reimbursing the City of any costs incurred by the City in removing any sign which violates the provisions of this permit up to 100% of the Code Compliance Deposit amount.

* Please type your name as consent to electronically sign this application.

Enable Type Signature

February, 27 2024

X Draw Signature Here

Clear Back Create Template Save Draft **Next**

9. Review your application and click 'submit'.

Apply for Permit - Political Sign Application *REQUIRED

Progress: Type (✓) | Contacts (✓) | More Info (✓) | Attachments (✓) | Signature (✓) | Review and Submit (6)

Submit

Basic Info

Type	Political Sign Application
Description	Political Sign / Test
Valuation	0
Applied Date	05/28/2024

Contacts

Applicant	Armando Magallon 78495 CALLE TAMPICO , La Quinta, CA, , 92253
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More Info

Sign Information [Top](#) | [Main Menu](#)

Campaign Name	Testing Campaign
Event Date	05/28/2024
Number of Signs (MAX 100)	100
Sign Location	<input checked="" type="checkbox"/> Private Property

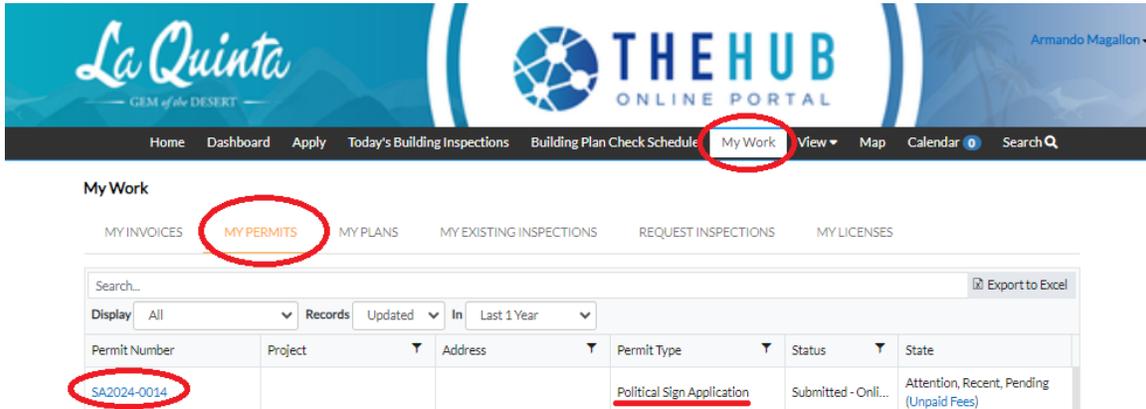
10. You will receive a confirmation message once the application has successfully been submitted.

✓ Your application was successfully submitted!

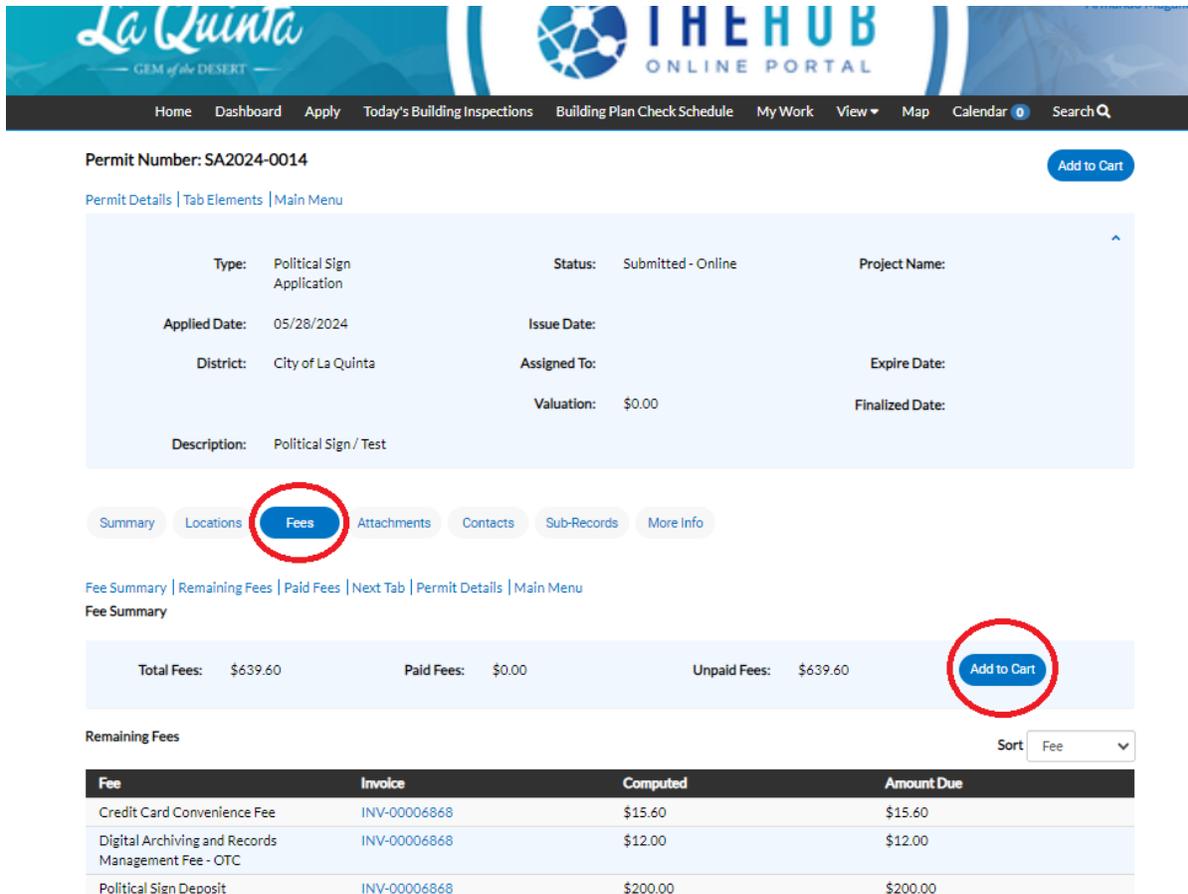
Paying Fees

Fees for a Political Sign Permit will be invoiced at the time of application. Follow the next steps to find your application and make payment.

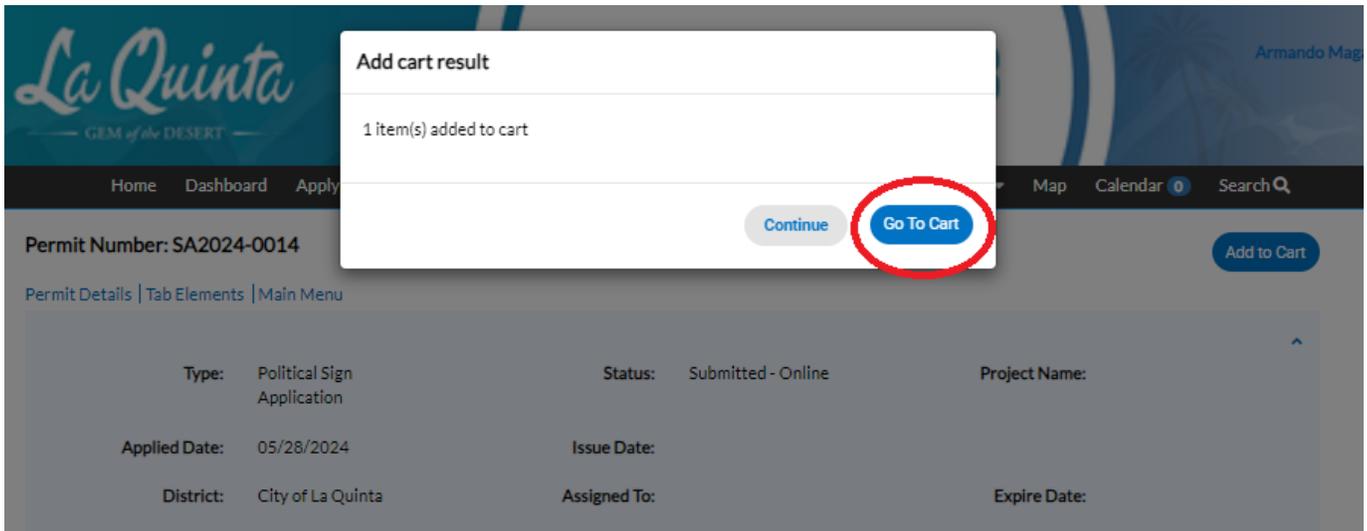
1. Login to The HUB Online Portal with your credentials.
2. Locate the Permit using **My Work** tab, when you find it click on the **Permit Number**.



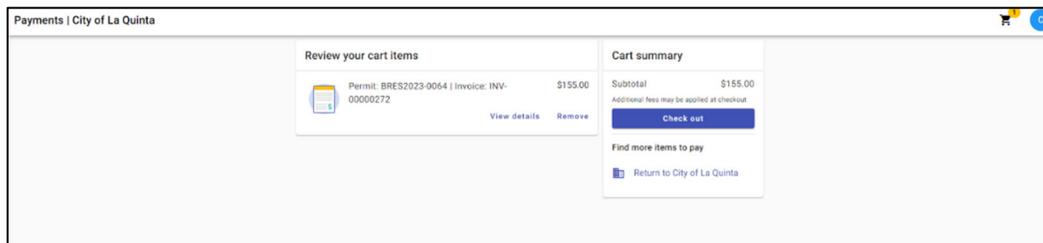
3. On the Fees Tab review your fees and click Add to Cart.



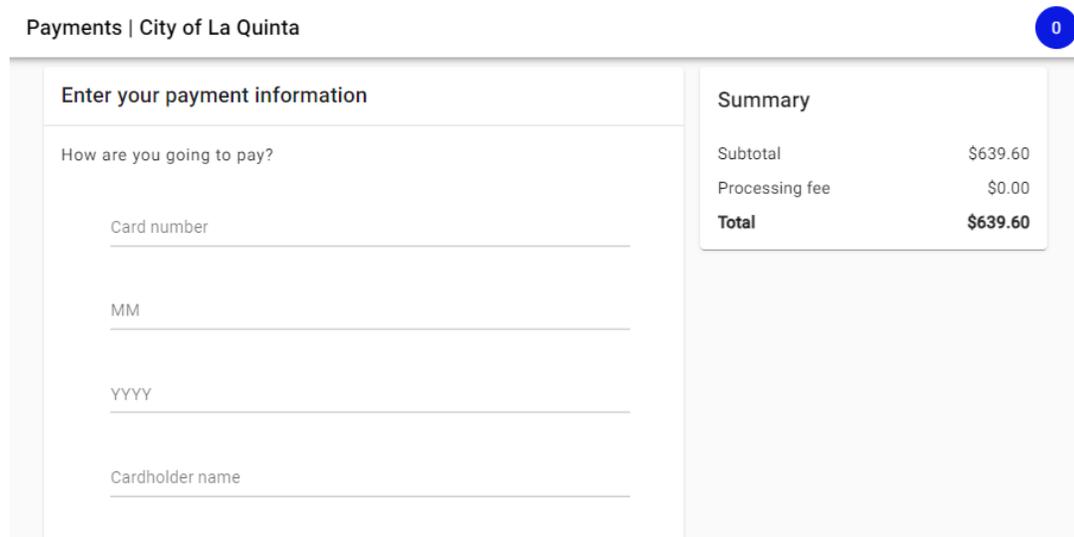
4. A confirmation screen will appear that the fees have been added to the cart. Select **Go To Cart** to proceed with payment.



5. Review the cart items and select **Check out** to enter the payment details.
Note: You may pay for multiple invoices in one transaction by adding the invoices to the cart.



6. Enter Credit Card Information and an email and click continue.



7. Review your payment. After verifying the payment is correct, click **Submit payment** to complete the transaction.

Complete your payment

Review your payment method

Mastercard ending in
Expiration date

Summary of charges

Permit: BRES2023-0064 Invoice: INV-00000272	\$155.00
Subtotal	\$155.00
Processing fee	\$0.00
Total	\$155.00

By clicking **Submit payment**, you agree to the following [terms and conditions](#).

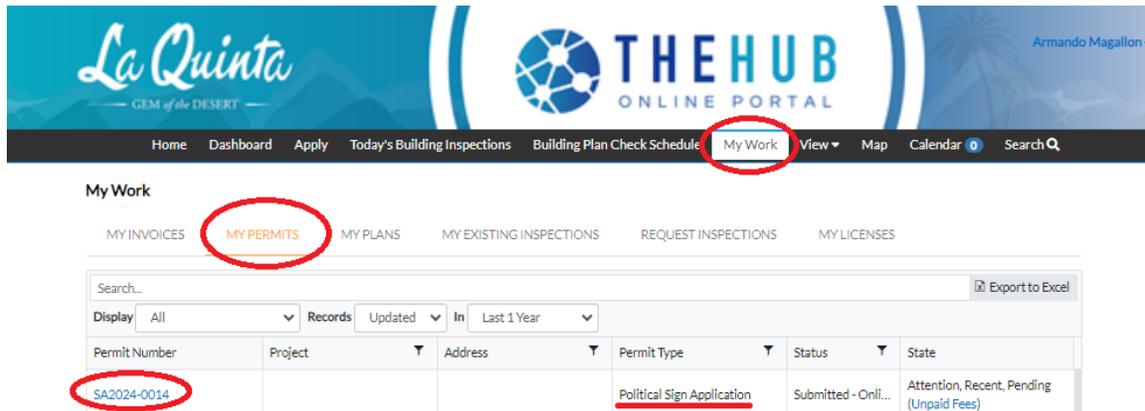
[Back](#) **Submit payment**

EDITABLE - Thank you for your credit card payment. Allow up to 48 hours for your payment to be reflected on your account statement. - *EDITABLE*

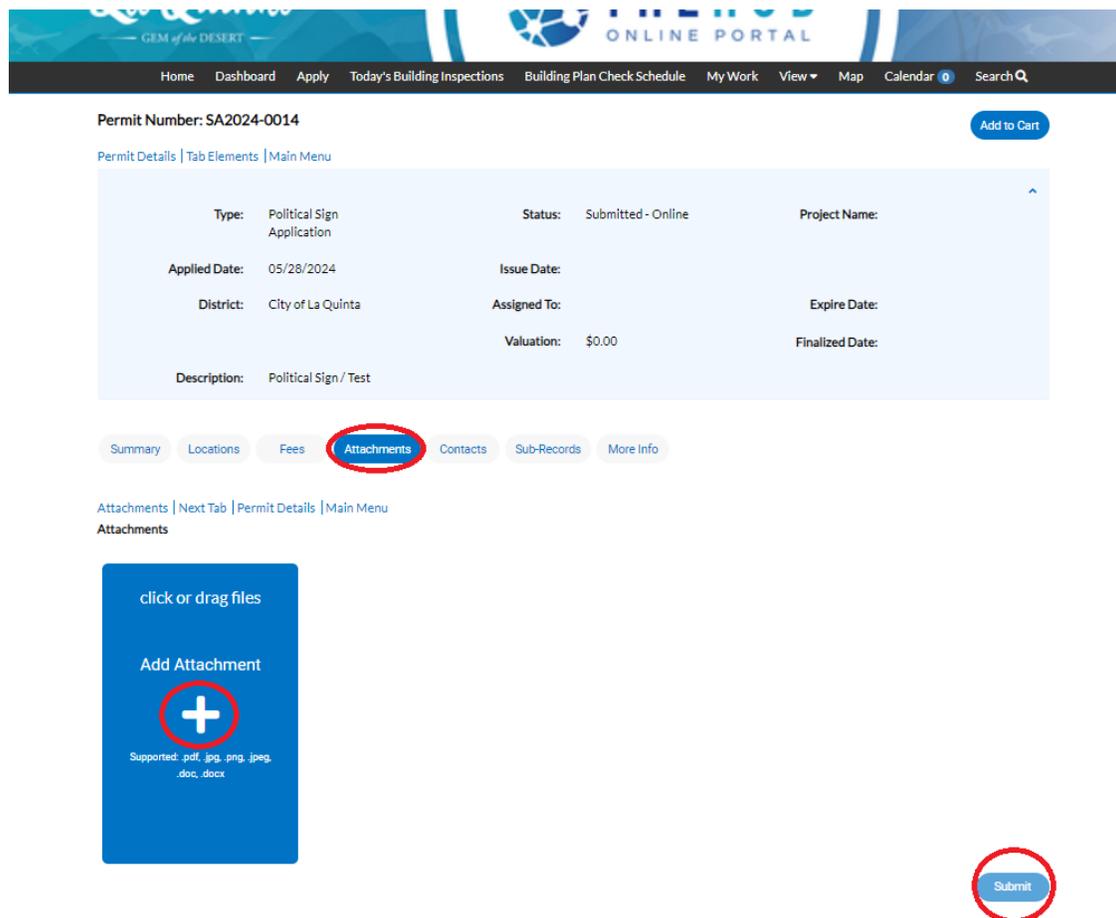
Once payment is made come to City Hall located at 78-495 Calle Tampico, La Quinta, CA 92253 to pickup Political Sign Stickers.

Uploading Refund Request / Replacement Sign Request Form after the permit has been submitted.

1. Login to The HUB Online Portal with your credentials.
2. Locate the Permit using **My Work** tab, when you find it click on the **Permit Number**.



3. On the attachments tab, click on the + sign, select your attachment, and click submit



4. If the upload is successful, you will receive the following message:

[Attachments](#) | [Next Tab](#) | [Permit Details](#) | [Main Menu](#)

Attachments

✓ The file upload was submitted successfully.

