



La Quinta

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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-hubonline-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.

Sign	In to community access services.
G	Sign in with Google
Ś	Sign in with Apple
	Sign in with Microsoft
Ģ	Sign in with Facebook
	OR
Email add	ress
Email add	ress
Email add	ress Id cannot be left blank
Email add	Id cannot be left blank
Email add	ress Id cannot be left blank te signed in Next
Email add This fie Keep n	e digned in Next
Email add	etagned in Next coant? Help Create an account

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

Veri	fy it's you with a secur	ity method
	8 _ ~	
5	Select from the following	g options
	Email	Select
	Password	Select
Back to	<u>sign in</u>	

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

Verify with your password		
8		
Password]	
	©	
Verify		
E		
Forgot password?		
veriry 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

All Permits/Projects/Licenses	Business License Contractors and Inside/Outside City Limits Busi	Political Sign Application

3. Click on Apply

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🛠 All	L≃ Trending	Lo My History			PLANS
how Categories					Show My Templa
Political Sign Applica	ition				Apply
Category Name:	Description:				
	Application to pl	lace up to 100 Temporary Politic	cal Signs within City of La Quin	ita limits. A Temporary	
Building	Application to p.	lace up to 100 remporter (roma	- · ·		

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

pply for Permit -	Political Sign Application				*REQU
•	2	3		5	6
Туре	Contacts	More Info	Attachments	Signature	Review and Submit
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5. Your contact information will automatically be added to the application. Click 'Next'

oply for Permit - Political S	Sign Application				*REQUI
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Туре	Contacts	More Info	Attachments	Signature	Review and Submit
NTACTS					
Applicant User Account 78495 CALLE TAMPICO , La	Applicant Add Contact	vroject, such as submitting do	cuments, paying invoices, and cl	necking status. You can only	add contacts that have previo
Quinta, CA, 92253					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.

Type Cotacts More Information "Campaign Name "Campaign Name "Campaign Name "Sent Tobals Property "Number of Signs (MAX 100) "Sign Location "Sign Location "Private Property "Number of Signs (MAX 100) "Sign Location "Sign Location "Private Property "Number of Signs (MAX 100) "Sign Location "Sign Location "Private Property "Number of Signs (MAX 100) "Number of Signs (Max 100) "Sign Location "Individual Sign Area (Private) "Number of Signs (Max 100) "Number of Signs (Max 100) "Sign Location "Number of Signs (Max 100) "	Apply for Permit - Poli	tical Sign Application				*REQUIRED
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"Event Date Image: Cetter Templete "Number of Signs (MAX 100) Image: Cetter Templete "Sign Location Private Property Public Property Image: Cetter Templete "Number of Signs to be posted on Private Property? Image: Cetter Templete "Individual Sign Area (Private) Image: Cetter Templete "Individual Sign Area (Private) Image: Cetter Templete "Individual Sign Area (Private) Image: Cetter Templete Political Sign FAQe & Sign Size Specifications Refund Request / Replacement Sign Request Form" and set 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 FAQe & Sign Size Specifications LQMC 9.160.60 - Sign Rules and Regulations LQMC 9.160.60 - Sign Rules and Regulations		*Campaign Name				
'Number of Signs (MAX 100) ''Sign Location ''Sign Location Private Property ''Number of Signs to be posted on Public Property ''Number of Signs to be posted on Private Property ''Individual Sign Area (Private) I'Individual Sign Area (Private) ''Individual Sign Area (Public) I'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 ste 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 And secure form Political Sign FAQ & Sign Size Specifications LQMC 9.160.60 - Sign Rules and Regulations		*Event Date				
"Sign Location Private Property "Number of Signs to be posted on Private Property?	••	Number of Signs (MAX 100)				
		*Sign Location	Private Property			
"Number of Signs to be posted on Private Property? 'Sign Height (ft) 'Individual Sign Area (Private) 'Individual Sign Area (Public) '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 ste 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			Public Property			
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"Individual Sign Area (Private)		"Sign Height (ft)				
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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 so 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	-11	ndividual Sign Area (Public)				
Refund Request / Replacement Sign Request Form Political Sign FAQ & Sign Size Specifications LQMC 9.160.60 - Sign Rules and Regulations Back Create Template	When the p by either up	posting period ends and all signs l ploading the form to the portal o	nave been picked up, fill o r by dropping it off at Cit	out the the yellow portion of th y Hall so we can initiate your r	he "Refund Request / Repl efund.	acement Sign Request Form" and submit
Political Sign FAQ & Sign Size Specifications LQMC 9.160.60 - Sign Rules and Regulations Back Create Template Save Draft Next		F	Refund Request / Replac	ement Sign Request Form		
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Back Create Template Save Draft Next		L	.QMC 9.160.60 - Sign Ru	les and Regulations		_
	Back Create Temp	plate				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 - Politic	al Sign Application				*REQUIRED
			4	5	6
Attachments	Contacts	More into	Attachments	Signature	Review and Submit
Please attached the Refund Re 4 weeks dependining on the ty	equest form if you want us t /pe of payment that was ma	to automatically process you ide.	r refund 7 days after the ever	t has finished. Refund pro	cessing times can vary from 2-
click or drag files					
Add Attachment					
.doc,.docx					
					\frown
Back Create Templa	te				Save Draft Next

8. Sign the application and click 'Next'.

Apply for Permit - Polit	tical Sign Application				*REQUIR
			\checkmark	5	6
Туре	Contacts	More Info	Attachments	Signature	Review and Submit
INATURE					
nappination remission mit is issued by the end of urred by the City in remo ease type your name as co able Type Signature bruary, 27 2024	w Signat	Lunderstand by signing as ate (7 days from the end of he provisions of this permit this application.	e execution a main proposed of the applicant below. I am resp the Posting Period) and that I up to 100% of the Code Com	eet temporary improvem oonsible for removing eac am responsible for reimb oliance Deposition out of the second second second second of the second second second second second of the second sec	ends included in this application of the property of the property of the city of any costs of the city of the
Back Create Temp	plate				Save Draft Next

9. Review your application and click 'submit'.

Apply for	Permit - Political Si	gn Application				*REQUIRED
	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	6
	Туре	Contacts	More Info	Attachments	Signature	Review and Submit
						Submit
Basic Info						
	Туре		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		
More Info						
Sign Infor	mation					Teel Main Menu
		Campaign Name	Testing Campaign			Top Main Menu
		Event Date	05/28/2024			
	Numbe	r of Signs (MAX 100)	100			
		Sign Location	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.

La Quin GEM 4/40 DESERT	uta			THE ONLINE	H L P O R	J B			Armand
Home Dashb	ward Apply Today's	Building Inspections	Building Plan	Check Schedule	My Work	View 🗸 🛛 🔻	Мар	Calendar 🧿	Search Q
My Work									
	PERMITS MY PLAN	S MY EXISTING	G INSPECTIONS	REQUEST INSP	ECTIONS	MYLICE	NSES		
MY INVOICES MY	PERMITS MY PLAN	S MY EXISTING	G INSPECTIONS	REQUEST INSP	ECTIONS	MYLICE	NSES		Export to Excel
MY INVOICES MY Search Display All	Records Upda	S MY EXISTING	GINSPECTIONS	REQUEST INSP	ECTIONS	MYLICE	NSES	2	Export to Excel
MY INVOICES MY Search Display All Permit Number	Records Upda	S MY EXISTING ated V In Last 1 V Address	G INSPECTIONS	REQUEST INSP	ECTIONS	MY LICE	NSES	⊠ t State	Export to Excel

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

La Luini GEM # AN DESERT	a		ONLINE P		
Home Dashboa	rd Apply Today's Building Insp	ections Building P	lan Check Schedule My	Work View▼ Map	Calendar 💿 Searc
Permit Number: SA2024-	0014				Add 1
Permit Details Tab Elements	Main Menu				
Type:	Political Sign Application	Status:	Submitted - Online	Project Name:	
Applied Date:	05/28/2024	Issue Date:			
District:	City of La Quinta	Assigned To:		Expire Date:	
		Valuation:	\$0.00	Finalized Date:	
Description:	Political Sign / Test				
Summary Locations	Fees Attachments Cont	acts Sub-Records	More Info		
Total Fees: \$639.6	60 Paid Fees:	\$0.00	Unpaid Fees:	\$639.60	Add to Cart
Remaining Fees					Sort Fee
Fee	Invoice		Computed	Amount Du	ie
Credit Card Convenience Fe	e INV-00006868		\$15.60	\$15.60	
	1. IND (0000 (0 (0		*****		
Digital Archiving and Record Management Fee - OTC	INV-00006868		\$12.00	\$12.00	

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

La Quinta	Add cart result				Armando Mag
GEM of the DESERT -	1 item(s) added to cart				
Home Dashboard Apply			 Map 	Calendar 🗿	Search Q
Permit Number: SA2024-0014		Continue Go To Cart			Add to Cart
Permit Details Tab Elements Main Men	u				
Type: Political Si Applicatio	gn Status: n	Submitted - Online P	Project Name:		^
Applied Date: 05/28/202	24 Issue Date:				
District: City of La	Quinta Assigned To:		Expire Date:		

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.

Payments City of La Quinta			¥" (
	Review your cart items	Cart summary	
	Permit: BRES2023-0064 Invoice: INV- \$155.00 00000272 View details Remove	Subtotal \$155.00 Additional fees may be applied at checkeut Chireck out	
		Find more items to pay Return to City of La Quinta	

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

Enter your payment information	Summary	
How are you going to pay?	Subtotal	\$639.60
	Processing fee	\$0.00
Card number	Total	\$639.60
MM	_	
YYYY 		
Cardbolder name		

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

Complete your payment	*EDITABLE* - Thank you for your credit card payment. Allow up to 48 hours
Review your payment method Mastercard ending in Expiration date	for your payment to be reflected on your account statement *EDITABLE*
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 to <u>urs and convictions</u> . Back Submit payment	

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.

La Qui	nta		THEH ONLINE PO	U B	Armando
Home Dash	board Apply Today's	Building Inspections Building I	Plan Check Schedule My Wor	k View - Mar	Calendar 💿 Search 🔍
	Y PERMITS MY PLAN	IS MY EXISTING INSPECTION	NS REQUEST INSPECTION	S MY LICENSE	
Search					Export to Excel
	 Records Upd 	ated 🗸 In Last 1 Year 🔹	·		
Display All					
Display All Permit Number	Project	▼ Address	Permit Type	Status T	State

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

ermit Number: SA2024	4-0014			Add to Cart
ermit Details Tab Element	s Main Menu			
Type:	Political Sign Application	Status: Submitted - Onl	line Project Name:	^
Applied Date:	05/28/2024	Issue Date:		
District:	City of La Quinta	Assigned To:	Expire Date:	
		Valuation: \$0.00	Finalized Date:	
Description:	Political Sign / Test			
Summary Locations	Fees Attachments	Contacts Sub-Records More Info		
ttachments Next Tab Per ttachments	rmit Details Main Menu			
ttachments Next Tab Per ttachments click or drag file	rmit Details Main Menu IS			
ttachments Next Tab Per ttachments click or drag file Add Attachmer	rmit Details Main Menu 15 11			

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

