



PERMIT CENTER

73510 Fred Waring Dr. Palm Desert, CA. 92260

Phone (760)776-6435 • Email permitcenter@cityofpalmdesert.org

Website: <https://www.cityofpalmdesert.org>

ACCOUNT SET UP INSTRUCTIONS CONTRACTORS AND DESIGN PROFESSIONALS

WELCOME CONTRACTORS, ARCHITECTS, ENGINEERS AND ALL DESIGN PROFESSIONALS

**TO CREATE A NEW ACCOUNT PLEASE CONTACT THE
PERMIT CENTER (760) 776-6420**

BE PREPARED TO PROVIDE PROFILE INFORMATION

- **NAME**
- **ADDRESS**
- **EMAIL ADDRESS**
- **PHONE NUMBER**
- **LICENSE NUMBER**
- **BUSSINESS LICENSE NUMBER**

**IF YOU DO NOT HAVE A CITY BUSSINESS LICENSE PLEASE OBTAIN ONE BEFORE CALLING,
click here, [I need a Palm Desert City License](#)**

YOU WILL BE PROVIDED A USERNAME AND TEMPORARY PASSWORD

UPON YOUR FIRST LOG-IN YOU WILL BE DIRECTED TO CHANGE YOUR PASSOWORD

TO CREATE A PASSWORD REMEMBER:

- **Password must contain minimum 6 and maximum 25 characters**
- **At least one number**
- **At least one lower and upper case letter**
- **At least one special character**
- **Password is case sensitive**