



## Community and Economic Development Department – Building Division

# Rental Property Registration Utilizing Accela

Updated 11/22/2022

1. Register for a new account by clicking the link on the Citizen Portal and following the instructions:

**Welcome to the new Citizen Portal**  
We are pleased to offer our citizens, businesses, and visitors access to government services online, 24 hours a day, 7 days a week.

In partnership with [Accela, Inc.](#), we are fulfilling our promise to deliver powerful e-government services and provide valuable information about the community while making your interactions with us more efficient, convenient, and interactive. To use ALL the services we provide you must register and create a user account. You can view information, get questions answered and have limited services as an anonymous user. We trust this will provide you with a new, higher level of service that makes living and working in our community a more enjoyable experience.

**What would you like to do today?**  
To get started, select one of the services listed below:

**Login**

User Name or E-mail:

Password:

**Login >**

☐ Remember me on this computer

[I've forgotten my password](#)  
[New Users: Register for an Account](#)

2. Once you have successfully registered for an account, log into your account. On the Home page, click the *Building* link towards the top of the page, then *Create an Application*, and lastly *Rental Inspection Program*:

Home **Building** Engineering

Create an Application Obtain a Fee Estimate Search Applications more ▼

3. The first page is for the property/owner information. You can confirm the information on the following page:

**Rental Inspection Program**

1 Step 1 2 Review 3 Pay Fees 4 Record Issuance

**Step 1: Step 1 > Location**

Show Map

\* indicates a required field.

**Address**

Street No.: 65 Direction: --Select-- Street Name: CIVIC Street Type: Ave

Unit No.:

City: PITTSBURG State: CA Zip: 94565

**Search Clear**

**Owner**

Owner Name: PITTSBURG CITY OF

Address Line 1: 65 CIVIC AVE

Address Line 2:

City: PITTSBURG CA State: CA Zip: 94565

**Search Clear**

**Parcel**

\* Parcel Number: 086100036

Legal Description: PO RD LOS MEDANOS

**Search Clear**

**Continue Application >**

**Save and resume later**

4. Once the property/owner information is confirmed, you will have two options: enter your exemption information or complete a self-inspection for the unit. Each item has a yes or no value and you will be asked to provide additional information if any values are marked as *No*. The questions are listed at the bottom of this page if you would like to print and use it for the self-inspection.

**Rental Inspection Program**

1 Step 1    2 Review    3 Pay Fees    4 Record Issuance

**Step 1: Step 1 > Rental Information** \* indicates a required field.

**Dwelling Info**

**GENERAL INFORMATION**

\* Housing Type:

\* Total Number of Units:

**Inspection Results**

**PROPERTY INSPECTION SUPPLEMENT**

\* Inspection Date:

\* Plumbing fixtures are in good working order with no leaks:

\* Accessory structures (over 120 square feet) are permitted and are not occupied:

\* No unpermitted garage conversions:

Unpermitted Garage Conversion Comments: \*

spell check

\* Sleeping rooms have 2 forms of egress where one leads directly to the outside:

\* Exterior door is functional with security locks:

\* Sinks, bathtubs and showers are watertight, drain properly with no leaks:

\* Foundation vent screens intact:

\* Windows operable and secure, screens (if supplied) intact:

\* Window bars at sleeping rooms have operable quick acting mechanisms:

\* Halls, stairwells and exits well lighted:

\* Exterior premises clean and maintained:

\* Carbon monoxide detector installed:

\* Exits clear of obstacles:

\* Roof covering watertight and secure:

**Continue Application »** **Save and resume later**

**Property Address:** \_\_\_\_\_

<input type="checkbox"/> Unit inspected: _____ Date: _____	<input type="checkbox"/> Water heater vented with seismic straps and adequate combustion air.	<input type="checkbox"/> Smoke detectors installed in all sleeping rooms and hallways adjacent to sleeping rooms.
<input type="checkbox"/> Plumbing fixtures in good working order. No leaks.	<input type="checkbox"/> Sewer line is free of blockages.	<input type="checkbox"/> Garbage service active / proper storage.
<input type="checkbox"/> Accessory structures (over 120 square feet) are permitted and are not occupied.	<input type="checkbox"/> GFCI electrical receptacles operate correctly (if equipped) kitchen and bath.	<input type="checkbox"/> Sinks, bathtubs and showers are watertight, drain properly w/ no leaks.
<input type="checkbox"/> No unpermitted garage conversions.	<input type="checkbox"/> Hot and Cold running water.	<input type="checkbox"/> Foundation vent screens intact.
<input type="checkbox"/> Sleeping rooms have 2 forms of egress. One must lead directly to the outside.	<input type="checkbox"/> House numbers prominently displayed and visible from the street.	<input type="checkbox"/> Windows operable and secure. Screens (if supplied) intact.
<input type="checkbox"/> Exterior door hardware functional w/ security locks	<input type="checkbox"/> Wall and floor coverings in good repair. Sanitary w/ no tripping hazards.	<input type="checkbox"/> Window bars at sleeping rooms have operable quick acting mechanisms.
<input type="checkbox"/> Ceiling height 7 ft. minimum.	<input type="checkbox"/> All habitable rooms properly heated.	<input type="checkbox"/> Halls, stairwells & exits well lighted
<input type="checkbox"/> Electrical fixtures and electrical service in good condition / service panels labeled.	<input type="checkbox"/> Kitchen appliances in good repair with all seals, gaskets, knobs and controls.	<input type="checkbox"/> Exterior premises clean and maintained.
<input type="checkbox"/> No permanent extension cords.	<input type="checkbox"/> Minimum 1 toilet, sink, tub/shower.	<input type="checkbox"/> Carbon monoxide detector installed.
<input type="checkbox"/> Electrical cover plates installed.	<input type="checkbox"/> Electrical and gas meters accessible.	<input type="checkbox"/> Exits clear of obstacles.
<input type="checkbox"/> No infestation of rodents or insects.	<input type="checkbox"/> All painted surfaces in good condition.	<input type="checkbox"/> Roof covering watertight and secure.

Deficiencies Noted:	Action Taken:

5. Once you have entered the results from the self-inspection, you will be taken to a confirmation page:

Rental Inspection Program

1 Step 1

2 Review

3 Pay Fees

4 Record Issuance

Step 2: Review

Continue Application »

Save and resume later

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Record Type

Rental Inspection Program

Address

65 CIVIC AVE  
PITTSBURGH 94565

Edit

Owner

PITTSBURGH CITY OF  
65 CIVIC AVE  
PITTSBURGH CA 94565

Edit

Parcel

Parcel Number: 086100036  
Legal Description: PO RD LOS MEDANOS

Edit

Responsible Party

PITTSBURGH CITY OF  
65 CIVIC AVE  
PITTSBURGH CA, 94565

E-mail: 123@Pittsburg.ca.gov

Edit

Property Owner

PITTSBURGH CITY OF

E-mail: 123@Pittsburg.ca.gov

Edit

Oil electrical receptacles operate: Yes

Hot and Cold running water: Yes

House numbers prominently displayed and visible from the street: Yes

Wall and floor coverings in good repair, sanitary with no tripping hazards: Yes

All habitable rooms properly heated: Yes

Kitchen appliances in good repair with all seats, gaskets, knobs and controls: Yes

Minimum 1 toilet, sink, tub or shower: Yes

Electrical and gas meters accessible: Yes

All painted surfaces in good condition: Yes

Smoke detectors installed in all sleeping rooms and hallways adjacent to sleeping rooms: Yes

Garbage service active and proper storage: Yes

Sinks, bathtubs and showers are watertight, drain properly with no leaks: Yes

Foundation vents screens intact: Yes

Windows operable and secure, screens (if supplied) intact: Yes

Window bars at sleeping rooms have operable quick acting mechanisms: Yes

Halls, stairwells and exits well lighted: Yes

Exterior premises clean and maintained: Yes

Carbon monoxide detector installed: Yes

Exits clear of obstacles: Yes

Roof covering watertight and secure: Yes

I HEREBY CERTIFY, UNDER PENALTY OF PERJURY, THAT THE INFORMATION CONTAINED HEREIN, IS TO THE BEST OF MY KNOWLEDGE, A TRUE AND COMPLETE STATEMENT.

I hereby certify under penalty of perjury that I have inspected or commissioned the inspection of the items contained in the "Self Inspection" checklist and that my property meets the minimum standards listed and therefore qualifies for self certification. I understand that if this is not true the property may be removed from the program and will be subject to inspection, additional costs and administrative action.

☒ By checking this box, I agree to the above certification.

Date: 07/28/2022

Continue Application »

Save and resume later

6. Once you have reviewed the confirmation page, please submit your application. The application will be sent in for processing and approvals. You will be instructed to complete your payment at a later date.
7. Once your application has been approved, you will be notified and can complete your fee payment online through the portal:

Rental Inspection Program

1 Step 1

2 Review

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4 Record Issuance

Step 3: Pay Fees

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

Application Fees

Fees	Qty.	Amount
Registration Fee	1	\$94.00

TOTAL FEES: \$94.00

Note: This does not include additional inspection fees which may be assessed later.

Check Out »