65 Civic Avenue Pittsburg, CA 94565 P: (925) 252-6900 F: (925) 252-4814

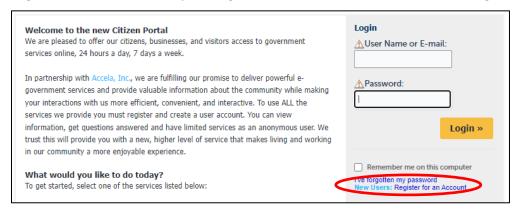
pittsburgca.gov

Community and Economic Development Department – Building Division

Rental Property Registration Utilizing Accela

Updated 11/22/2022

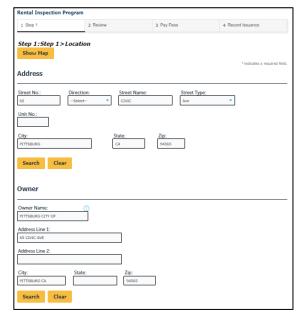
1. Register for a new account by clicking the link on the Citizen Portal and following the instructions:



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*:



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





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 Pr	ogram		
1 Step 1	2 Review	3 Pay Fees	4 Record Issuance
Step 1:Step 1>F	Rental Information		* indicates a required field
Dweling Info			
GENERAL INFORMATIO	ON		
* Housing Type:		Single Family	
* Total Number of Units:	:	1]
Inspection Resu	ılts		
PROPERTY INSPECTIO	N SUPPLEMENT		
* Inspection Date:			
07/28/2022			
 Plumbing Fixtures are 	in good working order with r	no leaks:	
Yes 💌			
* Accessory structures (over 120 square feet) are per	mitted and are not occupied:	
Yes •			
 No unpermitted garag 	e conversions:		
Yes •			
Unpermitted Garage Co	onversion Comments: *		
spell check			
	2 forms of egress where one l	eads directly to the outside:	
Yes 🔻			
Exterior door is function	onal with security locks:		
Vec -			

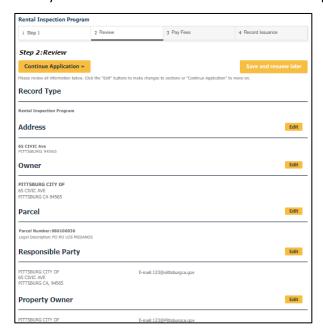
res		
* Sinks, batht	ubs and showers are watertight, drain properly with no leaks:	
Yes	•	
 Foundation 	vent screens intact:	
Yes	•	
• Windows op	perable and secure, screens (if supplied) intact:	
Yes	·	
* Window bar	s at sleeping rooms have operable quick acting mechanisms:	
Yes		
* Halls, stairw	ells and exits well lighted:	
Yes	*	
* Exterior pre	mises clean and maintained:	
Yes	*	
* Carbon mor	noxide detector installed:	
Yes	▼	
* Exits clear o	fahrtseler	
	oustacles.	
Yes	•	
 Roof coveri 	ng watertight and secure:	
Yes	▼	
Continue	Application »	

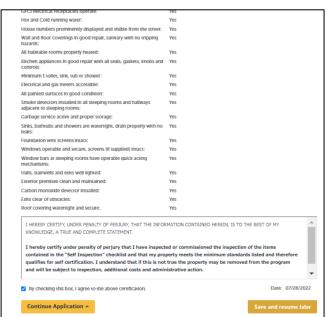
Property Address:

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





- 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:

