

OUT OF TOWN BUSINESS LICENSE- ACCELA **INSTRUCTIONS**

Go to the City of Pittsburg's website: [Accela Citizen Access](#)

UNDER CITIZEN PORTAL- CREATING A NEW ACCOUNT

If this is the first time using the system, click REGISTER FOR AN ACCOUNT in the upper right of the screen. It will ask you for the following:

USER NAME

EMAIL

PASSWORD (8 characters)

CONFIRM PASSWORD

SECURITY QUESTION (You can make up your own by clicking on the space)

SECURITY ANSWER

CONTINUE

NEXT WINDOW- it will ask you to enter individual or company/organization- enter the following information first name, last name, name of business, DBA, address, phone number, email, and CONTINUE.

COMPLETE YOUR APPLICATION

After creating your account, login and click LICENSES, then CREATE APPLICATION. Click on the box to accept the disclaimer, then CONTINUE APPLICATION.

Click or bubble in what type of business license you are applying for, then CONTINUE APPLICATION.

Step 1: Location For (within jurisdictions)

Enter **ONLY the address number** of your property, then search.

In the pop-up window, click on the circle next to the address of your property. You may have to check the next page if there are multiple addresses.

Scroll down and make sure the APN number and the owner information matches the property.

Scroll down to click SELECT.

Scroll down again to the bottom right of your screen and click CONTINUE APPLICATION.

For outside jurisdictions- just type in the address manually

Step 2: Contacts-

Under "Business Owner" click SELECT FROM ACCOUNT and enter business phone number and alternate. Please make sure all the information matches. If you have a partner add as a secondary business owner.

Under "Mailing Address" click SELECT FROM ACCOUNT. Only add your e-mail address and phone number, if requested.

Under "Emergency Contact" add new and enter first name, last name, address, email, business number, phone number, and scroll down to the bottom right of your screen to CONTINUE APPLICATION.

Under "Third Party Billing" only fill out this information if you are a third-party filing the business license for a company.

Step 3: Detail Information-

Enter the Business Name

Enter Business/ Event Description

Date of Business: Click on the calendar and choose a date when your business has commenced in Pittsburg. (For out-of-town businesses is the date you are filing for your business license and for intown businesses it will be when you filed your fictitious business name)

Business Type: Click on the dropdown and choose from sole prop, corporation, LLC, partnership etc.

Gross Receipts: For the out-of-town businesses it will be the project amount and for in-town businesses it will be an estimate.

of Professionals: Enter 0 if you are claiming gross. Enter a number if you are claiming as a professional

SIC Code: ([click on ?](#)) it will take you to the [SIC Manual | Occupational Safety and Health Administration \(osha.gov\)](#) and click on [SIC Search](#) at the top right hand corner in blue and do a query under enter the search keyword. Once the information comes up then click on the description grab the 4-digit number and grab the division and the group name. Enter 4-digit number on the box.

SIC Division: Click on the drop-down box and choose what division your business belongs to

SIC Category: Click on the drop-down box and choose what category you fall under

Federal Employer ID: Click on yes or no. If yes, please enter the federal tax id number. If not, then enter the last 4 digits of your SSN.

CSLB Contractors: Click on yes or no. If yes, please provide the number.

State Sales Tax Number: Click on yes or no. If yes, please provide number. If not, CONTINUE.

Step 4: General Information- For out of town stop at state sales tax number and continue and review application ad submit by checking the small box at the bottom of the page and submit.

***Once submitted you will receive an email with the amount due.**

***Once you pay the business license, we will email you the business license**

Please check email inbox and spam sometimes it throws it in the spam folder.