



Community and Economic Development Department – Business License

Instructions for Renewing a **“COMMERCIAL LOCATION”** business license from the OLD System with Customer

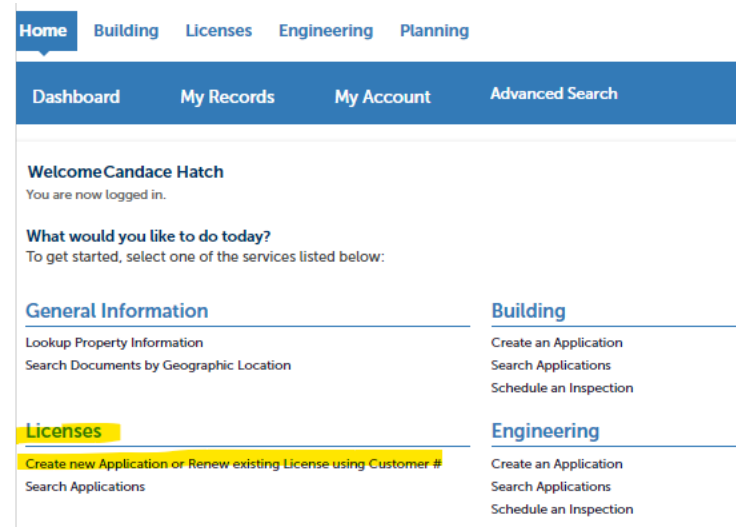
Go to <https://aca-prod.accela.com/PITTSBURG>

You must first “Register for an Account”

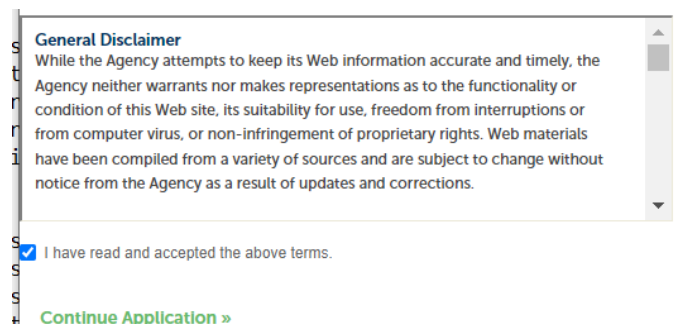


Once you have a new account, please login and select “Home”

Select **“Create an Application or Renew existing License using Customer #”**.



Agree to the Disclaimer and select Continue Application.



Select “Commercial Location” and Continue Application.

Create new Application or Renew existing License using Customer # Search Applications

Select a Record Type

Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.

► Business License Applications

- ☐ Activity Permit - Not a License
- ☐ Commercial Location - Apply or Renewal with past Customer Number
- ☐ Home Occ - Apply or Renewal with past Customer Number
- ☐ Out of Town Business - Apply or Renewal with past Customer Number

[Continue Application »](#)

Since you are renewing an existing License, select “Renewal” and then enter your “Customer ID” from our previous system.

General Information

GENERAL INFORMATION

New License Application or Renewal:

Enter 6 digit Customer ID if you are renewing a license originally issued before 02/28/2023.: *

You are required to enter a valid past Customer ID. When a valid customer number is entered, data fields will automatically fill from your previous license. Please verify the information is correct and then select “Continue Application”. If the information is incorrect, please contact our office for assistance at (925) 252-4955.

Please validate that the Address in the message is correct. If not, please call our office for assistance.

Step 1: Business > Application or Renewal

Custom Fields

RENEWAL

New License Application or Renewal:

Customer ID Found. If your address is NOT **** 2131 PIEDMONT WAY PITTSBURG CA 94565 *** Please STOP and call our office for assistance

Customer ID: *

Business Name for Renewal:

Street Number:

Street Name:

License Type:

Search for your BUSINESS ADDRESS. The easiest way to search is to type in your “Street Number” and select “Search”, then select your business address from the List. Once you have selected the correct address and verified the owner information hit “Select” to add to renewal application, then select “Continue Application”.

Step 1: Business > Location * indicates a require

Address

When searching for an address, enter the Street Number and full Street Name or first 3 characters of the Street Name followed by %. For example: for Piedmont enter Pie%. Added or missed spaces may cause 0 results.
If your address is not found, please contact Business Licenses at (925) 252-4955 or via email at businesslicenses@pittsburgca.gov. A new address assignment may be required.

*Street No.: Direction: *Street Name: Street Type: Unit No.:

City: State: *Zip:

Address Result List - Select an Address and Scroll the page down to continue

Addresses

Showing 11-18 of 18

	Address	City	State	Zip
<input type="radio"/>	2131 Misty Ct, PITTSBURG 94565	PITTSBURG		94565
<input type="radio"/>	2131 Montoya Ct, PITTSBURG 94565	PITTSBURG		94565
<input checked="" type="radio"/>	2131 Piedmont Way, PITTSBURG 94565	PITTSBURG		94565
<input type="radio"/>	2131 Rain Drop Cir, PITTSBURG 94565	PITTSBURG		94565
<input type="radio"/>	2131 Riesling Ct, PITTSBURG 94565	PITTSBURG		94565
<input type="radio"/>	2131 Shadow Ct, PITTSBURG 94565	PITTSBURG		94565
<input type="radio"/>	2131 Stockton Ct, PITTSBURG 94565	PITTSBURG		94565
<input type="radio"/>	2131 Sugartree Dr, PITTSBURG 94565	PITTSBURG		94565

1 **2**

Associated Parcels

Showing 1-1 of 1

Parcel Number	Lot	Block	Subdivision
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Associated Owners

Showing 1-1 of 1

Name	Address
<input checked="" type="radio"/> POUND JOHN A & ELOISE R TRE	PO BOX 219 CLAYTON CA CLAYTON CA

If you have also have a Unit Number/Suite please also enter it in the “Unit No.” field and then “Continue Application”

The image shows two web forms. The top form is titled "Address" and contains fields for Street No. (2131), Direction (a dropdown menu), Street Name (Piedmont), Street Type (Way), Unit No. (100), City (PITTSBURG), State, and Zip (94565). A red arrow points to the Unit No. field. Below the Address form is a "Parcel" form with a Parcel Number field (088240052). Below the Parcel form is an orange button labeled "Continue Application >". A red arrow points to this button.

Please enter the current Business Owner, Mailing Address and Emergency Contact.

“Add New” allows you to enter the information.

“Select from Account” allows you to automatically populate the information from your logged in Account.

Step 2: Contacts >>

The image shows a form titled "Business Owner". It contains instructions: "To add new contacts click the Select from Account or Add New button. To edit a contact, click the Edit link. Provide factitious business name recorded with your county." Below the instructions are three buttons: "Select from Account", "Add New", and "Look Up". Red arrows point to the "Select from Account" and "Add New" buttons.

Once all contact requirements are entered, select “Continue Application”

Please Enter all Information requested as it applies to you and your business. The “?” icons provide more information.

General Information

GENERAL INFORMATION

* Business Type:

* Gross Receipts:
Number of Professionals:

* SIC Code:

* SIC Division:

* SIC Category:

* Federal Employer ID No: ☒ Yes ☐ No

-- Please provide Federal Employer ID No.: *

* C SLB Contractors No: ☐ Yes ☐ No

Please upload a copy of State Tax documentation on the attachments page.

* State Sales Tax No: ☒ Yes ☐ No

-- Please provide State Sales Tax No.: *

* Owned or Rented:

* Non-Profit: ☐ Yes ☐ No

* Veteran: ☐ Yes ☐ No

* Firearms Sold: ☐ Yes ☐ No

* Second Hand Dealer: ☐ Yes ☐ No

* Liquor Sold: ☐ Yes ☐ No

* Tobacco Sales: ☐ Yes ☐ No

Continue Application »

Create new Application or Renew existing License using Customer #

Search Applications

Commercial Location - Apply or Renewal with past Customer Number

1 Business	2 Contacts	3 General Information	4 SIC Questions	5 Bus. Permit Verification	6	7	8	9
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Step 3: General Information>>>

The following questions are optional. This information will assist City of Pittsburg staff in connecting local businesses with grant and/or funding opportunities, identify business operational trends, and establish business support programs. This information may be shared with other agencies but will not be sold for any purpose, including solicitation by private companies.

* Indicates a required field

Demographics (Optional)

DEMOGRAPHICS

What gender do you identify with?:

What is your age?:

Which race or ethnicity best describes you?:

What is your highest level of education achieved?:

Are you a Veteran of any branch of the United States Armed Forces?: ☐ Yes ☐ No

Create new Application or Renew existing License using Customer #

Search Applications

Commercial Location - Apply or Renewal with past Customer Number


1	2	3 General Information	4 SIC Questions	5 Bus. Permit Verification
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Step 5: Bus. Permit Verification>>>

Business Permit Verification

BUSINESS PERMIT VERIFICATION

Driver's License Number:

Driver's License Expiration Date: 

State Issued:

* Number of Employees on-site:

Number of Electronic/Mechanical/Video Games on-site (if applicable):

* Have you ever been convicted of a violation of the law within the last ten (10) years?(Exclude minor traffic violations, except for drunk driving and/or reckless driving). A conviction does not necessarily bar you from receiving a license; however, failure to list all convictions below may result in a denial.: ☐ Yes ☒ No

I declare under penalty of perjury in the State of California, that the following information contained in this application is true and correct. I understand I may not operate my business until I have received my business permit. I am also aware that any permit/license granted shall be subject to the conditions set by the office or body required to act on this application to insure that this proposed business/activity is not, in itself, objectionable or detrimental to the public health, morals, safety, or general welfare. I have received a copy and agree to comply with Chapter 5.12 of the City of Pittsburg Municipal Code related to Business Permits.: *

Based on your answers, you may be required to upload some additional documents.

[Home](#) [Building](#) [Licenses](#) [Engineering](#) [Planning](#)

Create an Application or 2023 RenewalSearch Applications

Storefront - Application or 2023 Renewal

1	2	3	4 SIC Questions	5 Bus. Permit Verification	6 Documents	7 Review	8 Pay Fees
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Step 6: Documents >>

Attachment

The maximum file size allowed is 100 MB.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pif;scr;sct;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

Add

Once required documents are added, select “Continue Application” and you will be taken to the summary page.

Review your data and “Submit your Application”.

Create new Application or Renew existing License using Customer #Search Applications

Commercial Location - Apply or Renewal with past Customer Number

1	2	3	4	5 Bus. Permit Verification	6 Documents	7 Review	8 Pay Fees	9 Record Issuance
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Step 7: 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

Commercial Location - Apply or Renewal with past Customer Number

Custom Fields

RENEWALEdit

New License Application or Renewal:Renewal

Customer ID:000736

Business Name for Renewal:ANTIOCH BUILDING MATERIALS

Street Number:1375

Street Name:CALIFORNIA

License Type:StoreFront

AddressEdit

1375 California Ave
PITTSBURG 94565

ParcelEdit

Parcel Number: 073230024

If no additional review is required, Renewal Fees must be paid to renew your license.

Create new Application or Renew existing License using Customer #

Search Applications

Commercial Location - Apply or Renewal with past Customer Number

1

2

3

4

5 Bus. Permit Verification

6 Documents

7 Review

8 Pay Fees

9 Record Issuance

Step 8: 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
Annual Business License Tax (Full)	2222	\$30.00
Business Improvement District Tax - Less than 100k (Full)	1	\$25.00
Business License Renewal Application Fee	1	\$21.00
State Fee (SB 1186)	1	\$4.00
Business Permit Renewal	1	\$6.00

TOTAL FEES: \$86.00
Note: This does not include additional inspection fees which may be assessed later.

If your application requires documents to be reviewed, you will be notified to pay fees once your data is validated by City staff.

Once your Application is complete, allow 24 hours for your information to be validated and you will receive an email to log back into the portal to pay your fees so your renewal can be issued.

[Home](#) [Building](#) [Licenses](#) [Engineering](#) [Planning](#)

Create an Application or 2023 Renewal

Search Applications


1 Select item to pay

2 Payment information

3 Receipt/Record issuance

Step 3: Receipt/Record issuance

Receipt



Your application(s) has been successfully submitted.
Please print your record(s) and retain a copy for your records.

1000 Beacon St, 100B, PITTSBURG CA 94565

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