



Community and Economic Development Department – Business License

Instructions for Renewing an **“OUT OF TOWN”** business license from the OLD System with Customer

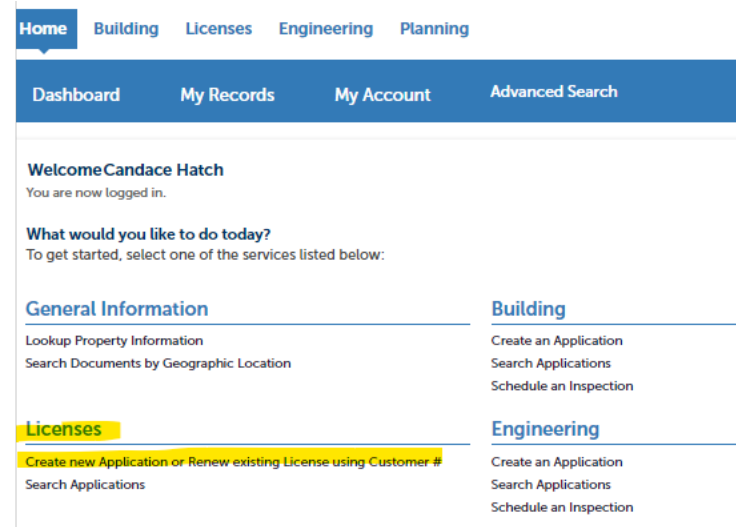
Go to <https://aca-prod.accela.com/PITTSBURG>

You must first “Register for an Account”

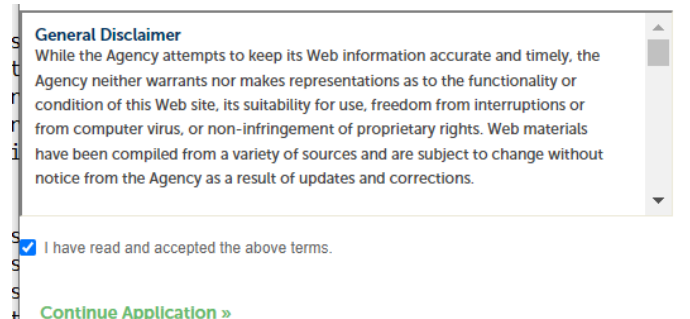


Once you have a new account, please login and select “Home”

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



Agree to the Disclaimer and select Continue Application.



Select “Out of Town” and Continue Application.

Home Building **Licenses** Engineering Planning

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.

Search

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: Renewal

Enter 6 digit Customer ID if you are renewing a license originally issued before 02/28/2023.: 000708

[Continue Application »](#)

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.

Custom Fields

RENEWAL

New License Application or Renewal: Renewal

Customer ID: 000708

Business Name for Renewal: DS SERVICES OF AMERICA

Street Number: 110

Street Name: UNION

License Type: OutOfTown

[Continue Application »](#)

Please enter the current Business Owner, Second Business Owner (if applicable), Third Party Carrier and Mailing Address.

“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 >>

Business Owner

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.

[Select from Account](#) [Add New](#) [Look Up](#)

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

Please Enter all information requested as it applies to you and your business. Click “?” icons to see more information.

General Information

GENERAL INFORMATION

* Gross Receipts:

* Business Type:

* SIC Code:

SIC Division:

SIC Category:

* Federal Employer ID No: ☒ Yes ☐ No

-- Please provide Federal Employer ID No.: *

* CSLB Contractors No: ☐ Yes ☐ No

* State Sales Tax No: ☐ Yes ☐ No

Continue Application »

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

Step 4: Attachments>>

Attachment

The maximum file size allowed is 100 MB.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pic;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

Continue Application »

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

Review your data and “Submit your Application”.

Step 5: 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

Out of Town Business - Apply or Renewal with past Customer Number

Custom Fields

RENEWAL

New License Application or Renewal:Renewal

Customer ID:000708

Business Name for Renewal:DS SERVICES OF AMERICA INC

Street Number:110

Street Name:UNION

License Type:OutOfTown

Edit

Business Owner

Individual

Candace Hatch

65 Civic Avenue

Pittsburg, CA, 94565

Business Phone:(925) 252-6983

Alternate Phone:(925) 252-6983

E-mail:chatch@pittsburgca.gov

Edit

Once your application has been submitted, 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.

Once you have paid the renewal fees, you will receive an email notification with a PDF copy of your business License. You can also select “Print/View Record” to obtain a copy of your business license.

To view your record, select “View Record”

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.

Print/View Record

No Address

00159A

View Record



Print/View Record