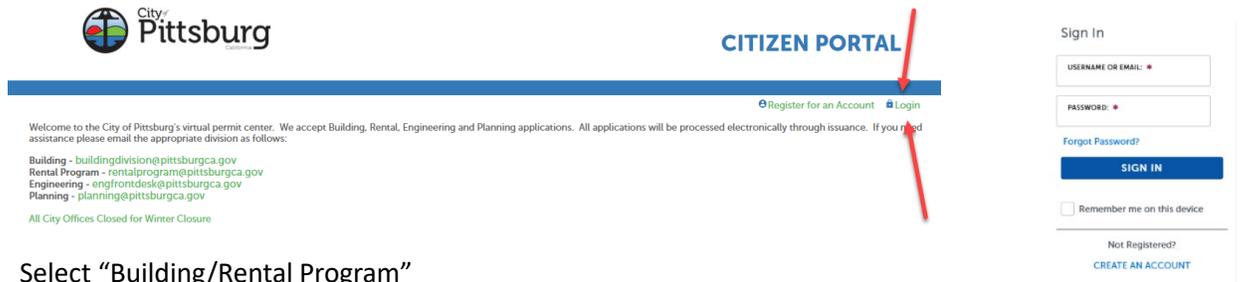




## Community and Economic Development Department – Building Division

# Residential Rental Program – Renewal Instructions

- Go to the Citizen Portal and sign in.  
<https://aca-prod.accela.com/pittsburg>

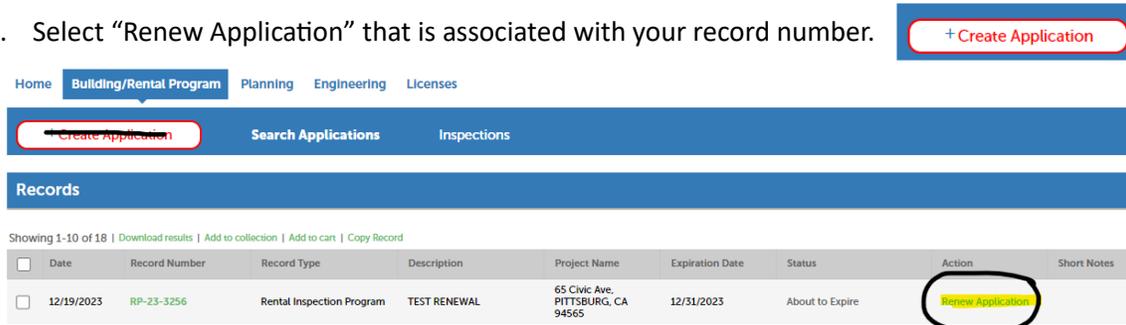


- Select "Building/Rental Program"



- DO NOT** Select the red text for "Create Application"

- Select "Renew Application" that is associated with your record number.



- Verify the information on the screen. If there are changes to the number of units, please email [rentalprogram@pittsburgca.gov](mailto:rentalprogram@pittsburgca.gov).

- Once verified, select "Continue Application"
- Review your application, then certify at the bottom of the page by clicking the check box. The select "Continue Application" and your application has been completed.

GENERAL INFORMATION

Housing Type:

Total Number of Units:

Additional Units over 4:

I certify that I have read and understand the instructions that accompany this app omitted. By checking the box below, I understand and agree that I am electronic

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

[Continue Application >>](#)

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.

***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.

**65 Civic Ave, PITTSBURG CA 94565**

RP-23-3256-24

If you have any questions or need assistance, please contact Business Licenses at (925) 252-4955.