City *of* Pittsburg
California

Community and Economic Development Department – Building Division

Residential Rental Program – Renewal Instructions

1. Go to the Citizen Portal and sign in.
   https://aca-prod.accela.com/pittsburg
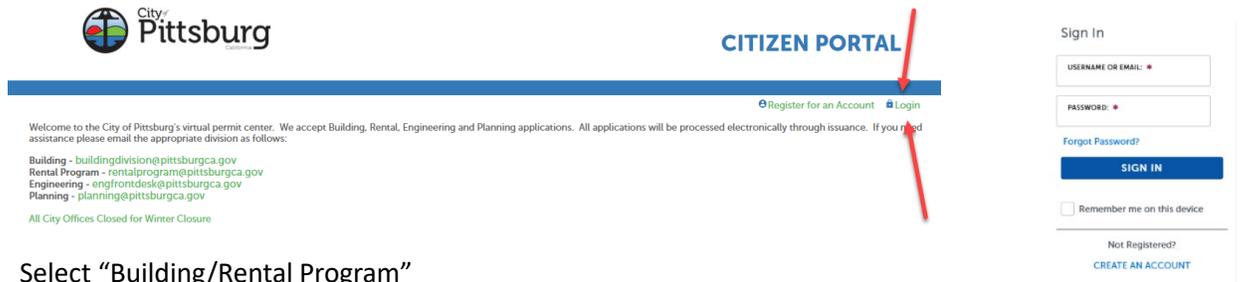
2. Select "Building/Rental Program"

3. **DO NOT** Select the red text for "Create Application"

4. Select "Renew Application" that is associated with your record number.
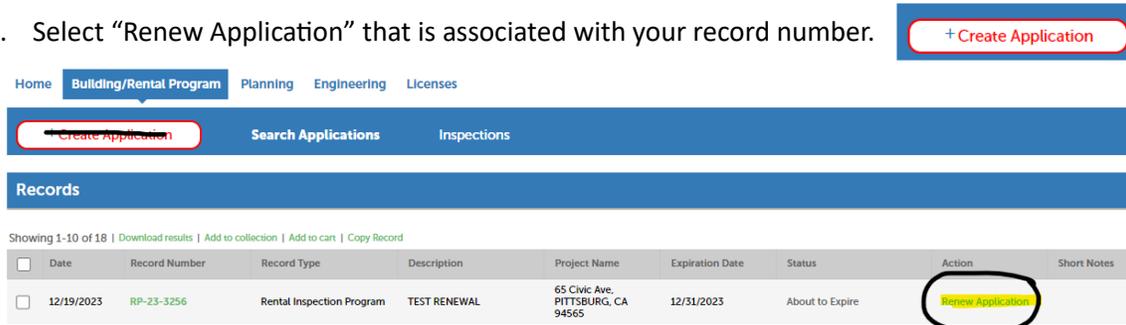
   • Verify the information on the screen. If there are changes to the number of units, please email rentalprogram@pittsburgca.gov.

5. Once verified, select "Continue Application"

6. 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.

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.