

HOW TO APPLY ONLINE FOR A SPECIAL BUSINESS PERMIT

STEP 1: GO TO <https://aca.accela.com/sacramento/Default.aspx>

STEP 2: CREATE AN ACCOUNT IN THE CITY OF SACRAMENTO'S CITIZEN PORTAL

The screenshot shows the City of Sacramento Citizen Portal. At the top, the City of Sacramento logo is displayed. Below it, the Community Development Department is identified. A navigation bar includes links for Announcements, Register for an Account, and Login. A search bar is present with a dropdown arrow. A menu bar contains Home, Building, Planning, Public Works, Operating Permit, and General Property Info. Below the menu is an Advanced Search dropdown. The main content area is divided into two columns. The left column contains a welcome message and a list of services available with registration, including On-line Permits and Electronic Plan Check (EPC) Application Submittal. The right column contains a Login form with fields for User Name or E-mail and Password, a Login button, and links for Remember me, I've forgotten my password, and New Users: Register for an Account. Two callout boxes are overlaid on the page. The first callout box, labeled 'REGISTER FOR AN ACCOUNT', points to the 'Register for an Account' link in the navigation bar. The second callout box, labeled 'CLICK HERE FOR INSTRUCTIONS ON HOW TO REGISTER FOR AN ACCOUNT**', points to the 'New Users: Register for an Account' link in the login form. The text in the second callout box reads: 'You will receive a confirmation email once your account has been created'.

STEP 6: CLICK "CREATE AN APPLICATION"

The screenshot shows the City of Sacramento website interface. At the top, the City of Sacramento logo is displayed. Below it, the 'Community Development Department' is noted. Navigation links include 'Announcements', 'Logged in as [username]', 'Collections (0)', 'Account Management', and 'Logout'. A search bar is present with a 'Search...' placeholder. A red banner provides browser recommendations: 'For best results, use one of the following browsers: Internet Explorer 11, Google Chrome 42, Mozilla Firefox 37, or Safari 8.' The main navigation menu includes 'Home', 'Building', 'Planning', 'Public Works', 'Operating Permit', and 'General Property Info'. The 'Operating Permit' menu is expanded, showing 'Create an Application' and 'Search for Operating Permits'. A callout box with a black background and red text 'CLICK CREATE AN APPLICATION' is positioned over the 'Create an Application' link. Below the navigation is a 'Records' section with a table header: 'Permit Number', 'Type', 'Business Name', 'Status', and 'Address'. The table content shows 'No records found.' Below the records is a 'Search for Permits' section with instructions to enter information like Site Address, Parcel Number, or Permit Number. A 'General Search' section follows, featuring input fields for Permit Number, Business Name, Start Date (10/07/2015), End Date (10/03/2018), Street No. (From - To), Direction (--Select--), Street Name, and Street Type (--Select--). A checkbox for 'Search my records only' is also present. A 'Search Additional Criteria' link is at the bottom of the search section.

STEP 7: ACCEPT THE TERMS & CONDICTIONS, THEN CLICK "CREATE APPLICATION"

Community Development Department

Announcements Logged in as: [] Collections (0) Account Management Logout

For best results, use one of the following browsers: Internet Explorer 11, Google Chrome 42, Mozilla Firefox 37, or Safari 8.

Search... 

Home Building Planning Public Works **Operating Permit** General Property Info

Create an Application Search for Operating Permits

Online Application

Welcome to the City of Sacramento Revenue Division's Operating Permit Citizen Portal. This system will allow you to submit or renew an application, update information for your business(s), pay fees and track the status of your application from the convenience of your home or office, 24 hours a day.

Please note that due to the following requirements, your permit will not be approved until the following steps are completed at the Revenue Division, 915 I Street Rm 1201, Sacramento, CA 95814.

- Live Scan (fingerprinting/criminal history background check). To schedule an appointment please call the Permits Division at (916) 808-5852.
- Payment by Cash or Check (if not paid on-line with a credit card)
- Before applying for a Special Business Permit, you must have a valid Business Operation Tax Certificate (BOT) with the City of Sacramento.
- You can apply for a BOT here: [Business Operations Tax Certificate](#)
- You will need a valid BOT number to complete your Special Business Permit application.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

Notice

Importance of accuracy and completeness: Completion of the following on-line operating permit application fulfills California Code requirements. Outlined in this section is the requirement that all applications, identify and describe the activity to be covered by the permit for which the application is made. Selections made during the on-line application process produce a description of work statement. It is the applicant's responsibility to provide accurate information. Activity identified during field inspection which is not in alignment with or exceeds the scope of the

I have read and accepted the above terms.

Continue Application »

1. ACCEPT TERMS & CONDITIONS
2. CLICK CONTINUE APPLICATION

STEP 8: CLICK "SPECIAL BUSINESS"

The screenshot shows the City of Sacramento website interface. At the top, the City of Sacramento logo is displayed. Below it, the 'Community Development Department' is identified. Navigation links include 'Announcements', 'Logged in as [redacted]', 'Collections (0)', 'Account Management', and 'Logout'. A search bar is present with the placeholder text 'Search...'. A yellow banner provides browser recommendations: 'For best results, use one of the following browsers: Internet Explorer 11, Google Chrome 42, Mozilla Firefox 37, or Safari 8.' The main navigation menu includes 'Home', 'Building', 'Planning', 'Public Works', 'Operating Permit', and 'General Property Info'. Under 'Operating Permit', there are options for 'Create an Application' and 'Search for Operating Permits'. The 'Select a Record Type' section prompts the user to 'Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.' A search input field and a 'Search' button are provided. A dropdown menu is open, showing 'Cannabis' and 'Special Business'. A blue button labeled 'Continue Application >' is visible. A black arrow points from the 'Special Business' option to a white callout box with a black border containing the text 'CLICK "SPECIAL BUSINESS"'. The footer contains the phone number '916-264-5011', a 'CALL' icon, and multilingual text: '我們講中文 • Hablamos Español • Мы говорим по-русски • ພວກເຮົາເວົ້າພາສາລາວໄດ້ • Peb hais lus Hmoob • Chúng tôi nói tiếng Việt'. Copyright information for 2018 and a link to 'Web Policies' are also present.

STEP 9: SELECT YOUR BUSINESS PERMIT TYPE & CONTINUE WITH FILLING OUT THE APPLICATION

City of SACRAMENTO

Community Development Department

[Announcements](#) Logged in as: [Collections \(0\)](#) [Account Management](#) [Logout](#)

For best results, use one of the following browsers: Internet Explorer 11, Google Chrome 42, Mozilla Firefox 37, or Safari 8.

[Home](#) [Building](#) [Planning](#) [Public Works](#) **[Operating Permit](#)** [General Property Info](#)

[Create an Application](#) [Search for Operating Permits](#)

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.

- ▶ Cannabis
- ▼ **Special Business**
 - Mobile Food Company Application
 - Mobile Food Driver Application
 - Mobile Food Vehicle Application
 - Short Term Rental Application

SELECT BUSINESS PERMIT TYPE

© 2018 City of Sacramento | [Web Policies](#)

916-264-5011 **CALL** 我們講中文 • Hablamos Español • Мы говорим по-русски • ພວກເຮົາເວົ້າພາສາລາວໄດ້ • Peb hais lus Hmoob • Chúng tôi nói tiếng Việt