Starting your Renewal Process on-line

1. Login with your Citizen Portal account. 
   (If you do not have an account and already have a current Permit please create an account and send an email to businesspermits@cityofsacramento.org with your account email and Business Name. We will then let you know when your Account is linked to your permits so you can start the renewal process. Do not renew until you are notified your account has been linked to your existing information.

2. From the Operating Permit Link you will see the Records/Permits related to your Account

3. Select the “Renew Application” link on your Permit to start the renewal process.

4. Fill in or change any existing information on the data entry form and select “Continue Application” and then progress through each page of the process.

5. Attach any required documents.

6. Pay any fees due for the renewal.

7. When your renewal Application is submitted you will receive a confirmation email

   **Subject:** Renewal Application 19CAP-00000040 Received

   The City of Sacramento would like to thank you for submitting your renewal application.

   Application Number: 19CAP-00000040

   To view your application on our online portal go to City of Sacramento - Citizen Portal.

   Thank You 
   City of Sacramento

   [This message is automatically generated, please do not reply]

8. Once the Renewal review is complete you will be notified that the renewal process in complete.