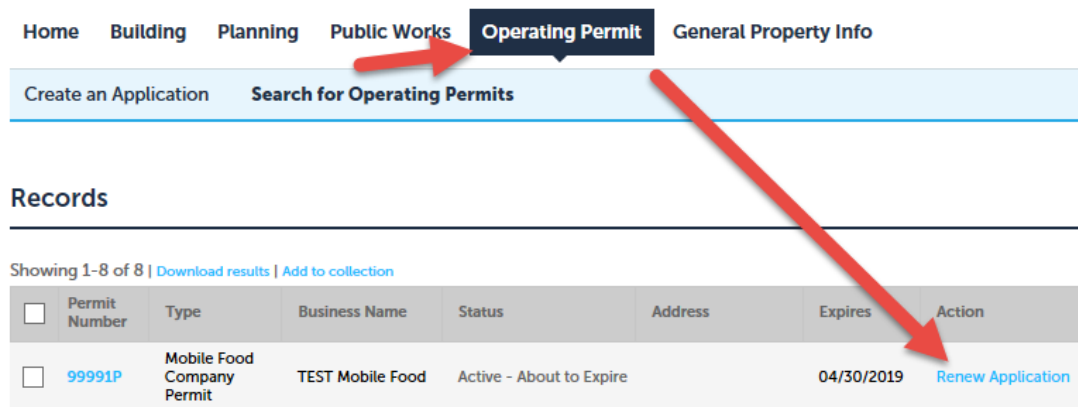


Starting your Renewal Process on-line

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.



The screenshot shows the top navigation bar with tabs: Home, Building, Planning, Public Works, Operating Permit, and General Property Info. Below the navigation bar is a light blue bar with buttons for 'Create an Application' and 'Search for Operating Permits'. Underneath is a 'Records' section with a table of permits. The table has columns: Permit Number, Type, Business Name, Status, Address, Expires, and Action. One permit is listed: 99991P, Mobile Food Company Permit, TEST Mobile Food, Active - About to Expire, 04/30/2019, and a 'Renew Application' link in the Action column. Red arrows highlight the 'Operating Permit' tab and the 'Renew Application' link.

| Permit Number | Type | Business Name | Status | Address | Expires | Action |
|---------------------------------|----------------------------|------------------|--------------------------|---------|------------|-----------------------------------|
| <input type="checkbox"/> 99991P | Mobile Food Company Permit | TEST Mobile Food | Active - About to Expire | | 04/30/2019 | Renew Application |

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 is complete.