

How to Create an Account

Follow these six steps to create and verify your portal account.

Before you begin

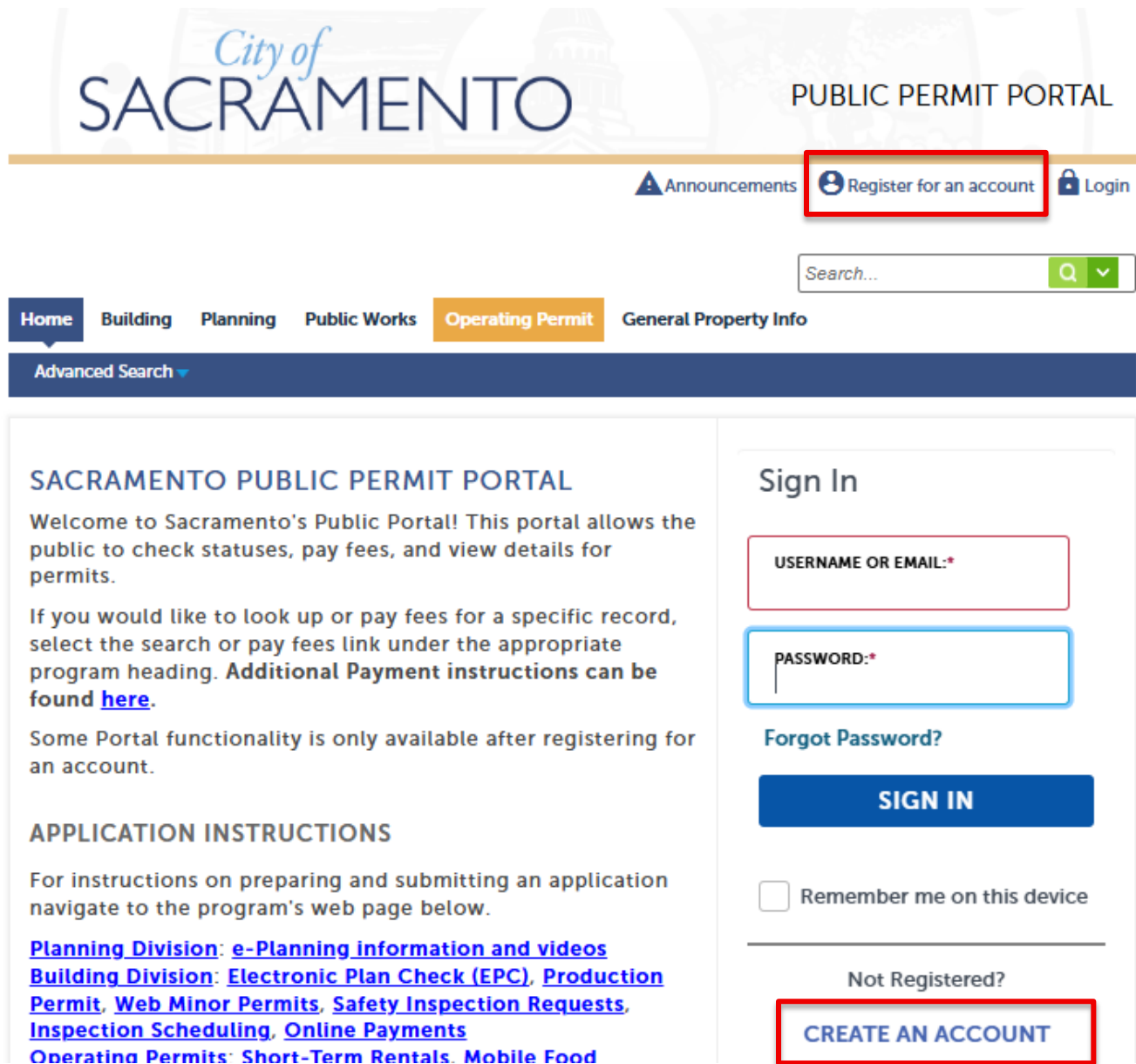
1	Have access to the email address you will use for the account.
2	Choose a username, password, security question, and answer.
3	Use the account verification email before trying to sign in.

Complete each step below.

Step 1

Open the portal

Go to the Sacramento Public Permit Portal and select Register for an Account or Create an Account.



SACRAMENTO PUBLIC PERMIT PORTAL

Welcome to Sacramento's Public Portal! This portal allows the public to check statuses, pay fees, and view details for permits.

If you would like to look up or pay fees for a specific record, select the search or pay fees link under the appropriate program heading. **Additional Payment instructions can be found [here](#).**

Some Portal functionality is only available after registering for an account.

APPLICATION INSTRUCTIONS

For instructions on preparing and submitting an application navigate to the program's web page below.

Planning Division: [e-Planning information and videos](#)
Building Division: [Electronic Plan Check \(EPC\)](#), [Production Permit](#), [Web Minor Permits](#), [Safety Inspection Requests](#), [Inspection Scheduling](#), [Online Payments](#)
Operating Permits: [Short-Term Rentals](#), [Mobile Food](#)

Sign In

USERNAME OR EMAIL:*

PASSWORD:*

[Forgot Password?](#)

SIGN IN

☐ Remember me on this device

Not Registered?

CREATE AN ACCOUNT

- Go to [Public Permit Portal](#)
- Select **Register for an Account** or **Create an Account**.

Step 2

Enter account details

Complete every field marked with a red asterisk.

Search...

Q

Home

Building

Planning

Public Works

Operating Permit

General Property Info

Advanced Search

Login Information

STEP 1 OF 2: ACCOUNT DETAILS

* Required Fields

USERNAME:*

E-MAIL ADDRESS:*

PASSWORD:*

- Enter a username and email address.
- Create and confirm your password.



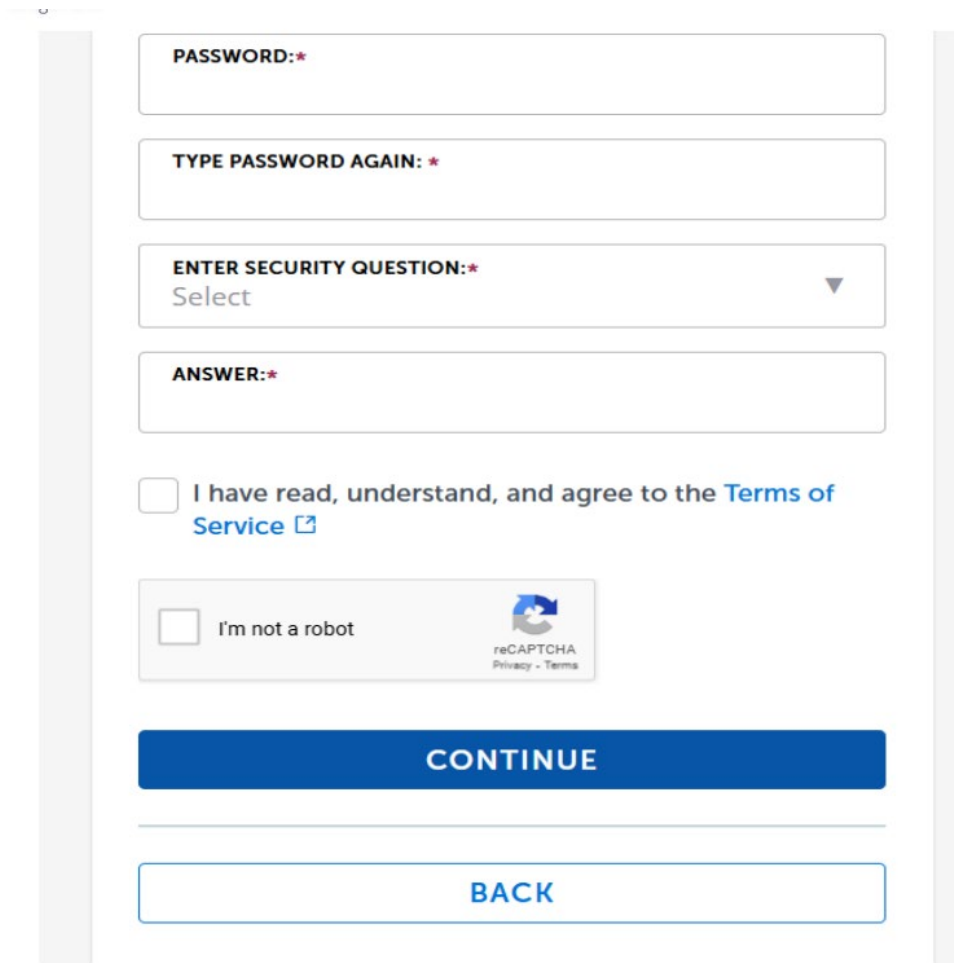
Required fields

A red asterisk means the information is required.

Step 3

Complete the security fields

Finish the remaining information and select Continue.



A screenshot of a web form for account creation. The form is centered on a light gray background. It contains several input fields: a 'PASSWORD' field with a red asterisk, a 'TYPE PASSWORD AGAIN' field with a red asterisk, an 'ENTER SECURITY QUESTION' dropdown menu with a red asterisk and the word 'Select' below it, and an 'ANSWER' field with a red asterisk. Below these fields are two checkboxes: one for 'I have read, understand, and agree to the Terms of Service' with a blue link and icon, and another for 'I'm not a robot' next to a reCAPTCHA logo. At the bottom are two buttons: a solid blue 'CONTINUE' button and a white 'BACK' button with a blue border.

Portal screenshot for guidance; the live portal may look slightly different.

- Choose a security question and enter an answer.
- Accept the Terms of Service.
- Complete the CAPTCHA and select Continue.



Remember

Keep your security answer somewhere safe in case you need to recover the account.

Step 4

Select the contact type

Choose the contact type that applies to you.

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

Select Contact Type

STEP 2 OF 2: CONTACT DETAILS

CONTACT DETAILS FOR:
Applicant

24-Hour Contact

Appellant

✓ Applicant

Assigned Engineer

Assigned Planner

Association

- Open the **Contact Details For:** drop down menu.
- Select the applicable contact type, such as **Applicant**.
- Complete any required contact fields.



Review before continuing

Make sure the contact type matches your role.

Step 5

Verify your email

Your account is not active until you complete email verification.


Office of Cannabis Management

YOU MUST RECEIVE THE ACCOUNT VERIFICATION EMAIL TO COMPLETE THIS PROCESS

 PUBLIC PERMIT PORTAL

[Announcements](#) [Register for an Account](#) [Login](#)

Search...

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

Advanced Search

 Your account has been created successfully but is **NOT** active yet. You will receive additional instructions by e-mail. Please check for an e-mail from noreply@accela.com. If you don't receive a verification e-mail, please check your Junk E-Mail/Spam Folder or send an e-mail to Streamline@cityofsacramento.org.

Your account has been successfully created but is NOT active.
Once your account is verified, you will be able to log into the Public Portal.

Account Information

User Name:

E-mail:

Password:

Security Question:

Contact Information

- Open the verification email sent by the portal.
- Follow the instructions in the email to activate the account.

!

Cannot find the email

Check your junk or spam folder. The portal screen also lists a contact email for assistance.

Step 6

Sign in

Return to the portal after your account is verified.



Portal screenshot for guidance; the live portal may look slightly different.

- Enter your username or email and password.
- Confirm the portal shows that you are logged in on the **Home** tab.



Account setup complete

You can now use your verified portal account.