

How to Upload Documents to a Business Operating Permit

Follow these eight steps to upload document(s) to your Business Operating Permit (BOP) through the Public Permit Portal.

Before you begin

1	You must have an existing Public Permit Portal account and access to the Business Operating Permit.
2	Have your username and password ready.
3	The document must be saved on or accessible from the device you are using to log in to the Portal.

Complete each step below.

Step 1

City of SACRAMENTO

PUBLIC PERMIT PORTAL

 Announcements  Register for an account  Login

Search...  

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

Advanced Search 

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](#)
- Enter Username or Email and Password, then select **Sign In**.

Step 2



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

Create Application

 Search for Operating Permits

Records

Showing 11-20 of 100+ | [Download results](#) | [Add to collection](#)

☐	Permit Number	Type	Business Name	Status	Address	Expires	Action
☐	OP-00898R26	Testing Laboratory Permit Renewal	Payment Adapter Test positive amounts	Applied	241 N 10TH ST, SACRAMENTO CA 95811		
☐	OP-01029	Microbusiness Permit	All of the above	Pending	8141 37TH AVE, SACRAMENTO CA 95824	06/18/2026	Pay Fees Due Modification
☐	26TMP-000271	Testing Laboratory Permit	Science Lab		251 LATHROP WAY, STE E, SACRAMENTO CA 95815		Resume Application
☐	OP-01025	Nursery Permit	Dirt	Applied	8880 ELDER CREEK RD, STE 140, SACRAMENTO CA 95828	05/14/2026	Modification
☐	26TMP-000204	Microbusiness Permit	STEP 3 MICRO		6400 FREEPORT BLVD, SACRAMENTO CA 95822		Resume Application
☐	OP-01024	Distribution Permit	Care Bear	Active	108 OTTO CIR, STE 100, SACRAMENTO CA 95822	05/26/2027	Pay Fees Due Modification

- Select the tab **Operating Permit** for Business Operating Permits.
- Select BOP hyperlink Permit Number.

Step 3

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

Create Application

Search for Operating Permits

Record OP-01024:
Distribution Permit
Record Status: Active
Expiration Date: 05/26/2027

Add to collection

Record Info ▾

Payments ▾

- Select **Record Info** drop down menu, then select **Attachments**.

Step 4

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

Create Application

Search for Operating Permits

Record OP-01024:
Distribution Permit
Record Status: Active
Expiration Date: 05/26/2027

Add to collection

Record Info

Payments

Attachments

The maximum file size allowed is 1000 MB.
ade;adp;avi;bat;chm;cmd;com;cpl;csv;doc;docx;exe;gif;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;m4v;mde;mht;mhtml;midi;mov;mp3;mp4;mpeg;msc;msp;mst;php;pic;rar;rpm
are disallowed file types to upload.

Name	Record ID	Record Type	Entry Type	Type	Size	Upload Date	Action
Test2.pdf	OP-01024	Distribution Permit	Record	Budget	32.26 KB	04/08/2026	 
Test3.pdf	OP-01024	Distribution Permit	Record	Business Plan	32.26 KB	04/08/2026	 
Test4.pdf	OP-01024	Distribution Permit	Record	Business Structure	32.26 KB	04/08/2026	 
Test5.pdf	OP-01024	Distribution Permit	Record	Certificate of Liability Insurance	32.26 KB	04/08/2026	 
Test6.pdf	OP-01024	Distribution Permit	Record	Certificate of Occupancy	32.26 KB	04/08/2026	 
Test7.pdf	OP-01024	Distribution Permit	Record	CUP Record of Decision	32.26 KB	04/08/2026	 
Test8.pdf	OP-01024	Distribution Permit	Record	Driver and Vehicle Verification Form	32.26 KB	04/08/2026	 
Test9.pdf	OP-01024	Distribution Permit	Record	Floor Plan	32.26 KB	04/08/2026	 
Test10.pdf	OP-01024	Distribution Permit	Record	Interested Parties List Form	32.26 KB	04/08/2026	 
Test11.pdf	OP-01024	Distribution Permit	Record	Odor Control Plan	32.26 KB	04/08/2026	 

< Prev 1 2 Next >

Add

- Select **Add** button

Step 5

Create Application Search for Operating Permits

Record OP-01024:
Distribution Permit
Record Status: Active
Expiration Date: 05/26/2027

Add to collection

Record Info

Attachments

The maximum file size allowed is 1000 MB.
ade;adp;avi;bat;chm;cmd;com;cpl;csv;doc;docx;exe;gif;hta;htm;html;ins;j
v;mde;mht;mhtml;midi;mov;mp3;mp4;mpg;msc;msp;mst;php;pif;rar;rpt;ri
xt;vb;vbe;vbs;vxd;wav;wmv;wpd;wsc;wsf;wsh;xls;xlsx+xml;zip are disallow

The maximum file size allowed is 1000 MB.
ade;adp;avi;bat;chm;cmd;com;cpl;csv;doc;docx;exe;gif;hta;htm;html;ins;j
v;mde;mht;mhtml;midi;mov;mp3;mp4;mpg;msc;msp;mst;php;pif;rar;rpt;ri
xt;vb;vbe;vbs;vxd;wav;wmv;wpd;wsc;wsf;wsh;xls;xlsx+xml;zip are disallow

File Upload

The maximum file size allowed is 1000 MB.
ade;adp;avi;bat;chm;cmd;com;cpl;csv;doc;docx;exe;gif;hta;htm;html;ins;j
v;mde;mht;mhtml;midi;mov;mp3;mp4;mpg;msc;msp;mst;php;pif;rar;rpt;ri
xt;vb;vbe;vbs;vxd;wav;wmv;wpd;wsc;wsf;wsh;xls;xlsx+xml;zip are disallow

Continue Add Remove All

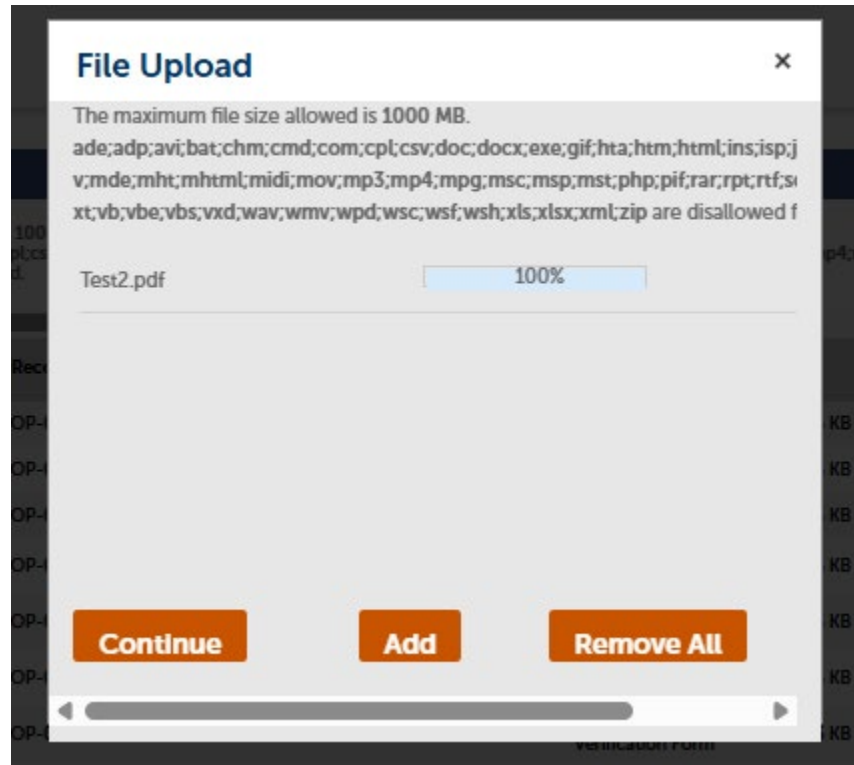
Name	Record	Upload Date	Action
Test2.pdf	OP-01024	04/08/2026	 
Test3.pdf	OP-01024	04/08/2026	 
Test4.pdf	OP-01024	04/08/2026	 
Test5.pdf	OP-01024	04/08/2026	 
Test6.pdf	OP-01024	04/08/2026	 
Test7.pdf	OP-01024	04/08/2026	 
Test8.pdf	OP-01024	04/08/2026	 
Test9.pdf	OP-01024	04/08/2026	 
Test10.pdf	OP-01024	04/08/2026	 
Test11.pdf	OP-01024	04/08/2026	 

< Prev 1 2 Next >

Add

- Select **Add** button.
- Then locate the document on your device you want to upload, then select **Open**

Step 6



- The document will appear under **File Upload**. When the upload reaches 100%, select **Continue**.

Step 7

Attachments

The maximum file size allowed is 1000 MB.

ade;adp;avi;bat;chm;cmd;com;cpl;csv;doc;docx;exe;gif;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;m4v;mde;mht;mhtml;midi;mov;mp3;mp4;mpeg;msc;msp;mst;php;pif;rar;rpm are disallowed file types to upload.

Name	Record ID	Record Type	Entity Type	Type	Size	Upload Date	Action
Test2.pdf	OP-01024	Distribution Permit	Record	Budget	32.26 KB	04/08/2026	View Delete
Test3.pdf	OP-01024	Distribution Permit	Record	Business Plan	32.26 KB	04/08/2026	View Delete
Test4.pdf	OP-01024	Distribution Permit	Record	Business Structure	32.26 KB	04/08/2026	View Delete
Test5.pdf	OP-01024	Distribution Permit	Record	Certificate of Liability Insurance	32.26 KB	04/08/2026	View Delete
Test6.pdf	OP-01024	Distribution Permit	Record	Certificate of Occupancy	32.26 KB	04/08/2026	View Delete
Test7.pdf	OP-01024	Distribution Permit	Record	CUP Record of Decision	32.26 KB	04/08/2026	View Delete
Test8.pdf	OP-01024	Distribution Permit	Record	Driver and Vehicle Verification Form	32.26 KB	04/08/2026	View Delete
Test9.pdf	OP-01024	Distribution Permit	Record	Floor Plan	32.26 KB	04/08/2026	View Delete
Test10.pdf	OP-01024	Distribution Permit	Record	Interested Parties List Form	32.26 KB	04/08/2026	View Delete
Test11.pdf	OP-01024	Distribution Permit	Record	Odor Control Plan	32.26 KB	04/08/2026	View Delete

< Prev 1 2 Next >

File:

Test2.pdf

100%

Save

Add

Remove All

* Type:

--Select--

Remove

File:

Test2.pdf

100%

Save

Add

Remove All

* Type:

Certificate of Occupancy

Remove

- Under **Type**, open the drop-down menu and select the appropriate document type. Then, select **Save**.

Step 8



The attachment(s) has/have been successfully uploaded.
It may take a few minutes before changes are reflected.

Record OP-01024:

Distribution Permit

Record Status: Active

Expiration Date: 05/26/2027

[Add to collection](#)

Record Info ▾

Payments ▾

- A confirmation message will appear stating, **“The Attachment(s) has/have been successfully uploaded.”**