

How to Apply for a Business License Online

Go to the City of Lancaster's Website: www.cityoflanasterca.org.

On the Menu bar choose Business, then choose Apply for a Business License. Or you can access the City of Lancaster's Permit and Licensing Portal directly at: <https://aca.accela.com/lanaster>

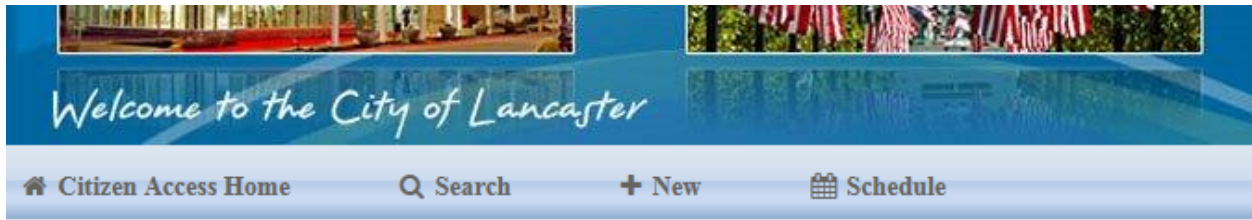
It will take you to the City of Lancaster's Online Permit and Licensing Portal.

In order to access all the services provided, you will need to register for an account. Click the Register for an Account Link.

<https://aca.accela.com/lanaster>

The screenshot shows the City of Lancaster's Permit and Licensing Portal. At the top, the Lancaster logo is displayed with the tagline "it's positively clear". Below the logo are three images: a modern building at night, a street with American flags, and solar panels. The main navigation bar includes "Citizen Access Home", "+ New", and "Schedule". A secondary navigation bar contains "Announcements", "Accessibility Support", "Register for an Account", and "Login". A search bar is located on the right. The main content area features a "Home" tab, "Licenses", and "Permits" sections. The "Home" section includes a "Welcome to the City of Lancaster's Permit Portal" message, a "What would you like to do today?" section, and two columns for "Licenses" and "Permits". The "Licenses" column has a link for "Search & Renew Licenses". The "Permits" column has links for "Search Permit Records" and "Schedule an Inspection". A "Login" section on the right contains input fields for "User Name or E-mail" and "Password", a "Login" button, and a "Remember me on this computer" checkbox. A "New Users: Register for an Account" link is highlighted in yellow.

You have to Agree to the General Disclaimer and then click Continue



Home

Permits

Account Registration

You will be asked to provide the following information to open an account:

- Choose a user name and password
- Personal and Contact Information
- License Numbers if you are registering as a licensed professional (optional)

Please review and accept the terms below to proceed.

General Disclaimer

While the City of Lancaster attempts to keep its Web information accurate and timely, the City of Lancaster neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from the City of Lancaster as a result of updates and corrections.

I have read and accepted the above terms.

[Continue Registration »](#)

Enter user login information and click add new contact

Welcome to the City of Lancaster

[Citizen Access Home](#) [Search](#) [+ New](#) [Schedule](#)

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

[Home](#) [Permits](#)

**Account Registration Step 2:
Enter/Confirm Your Account Information**

* indicates a required field.

Login Information

Enter your User Name and Password. You must also enter a unique email address

* User Name:

* E-mail Address:

* Password:


* Type Password Again:

* Enter Security Question:

* Answer:

Contact Information

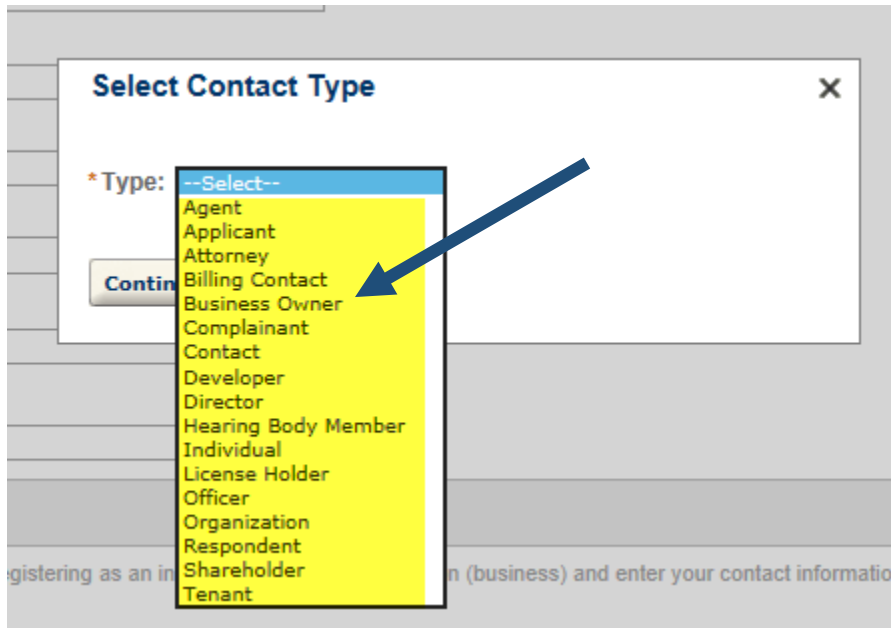
Please select whether you are registering as an individual or as an organization (business) and enter your contact information.

 **This section is required. Please add one record.**

[Add New](#)

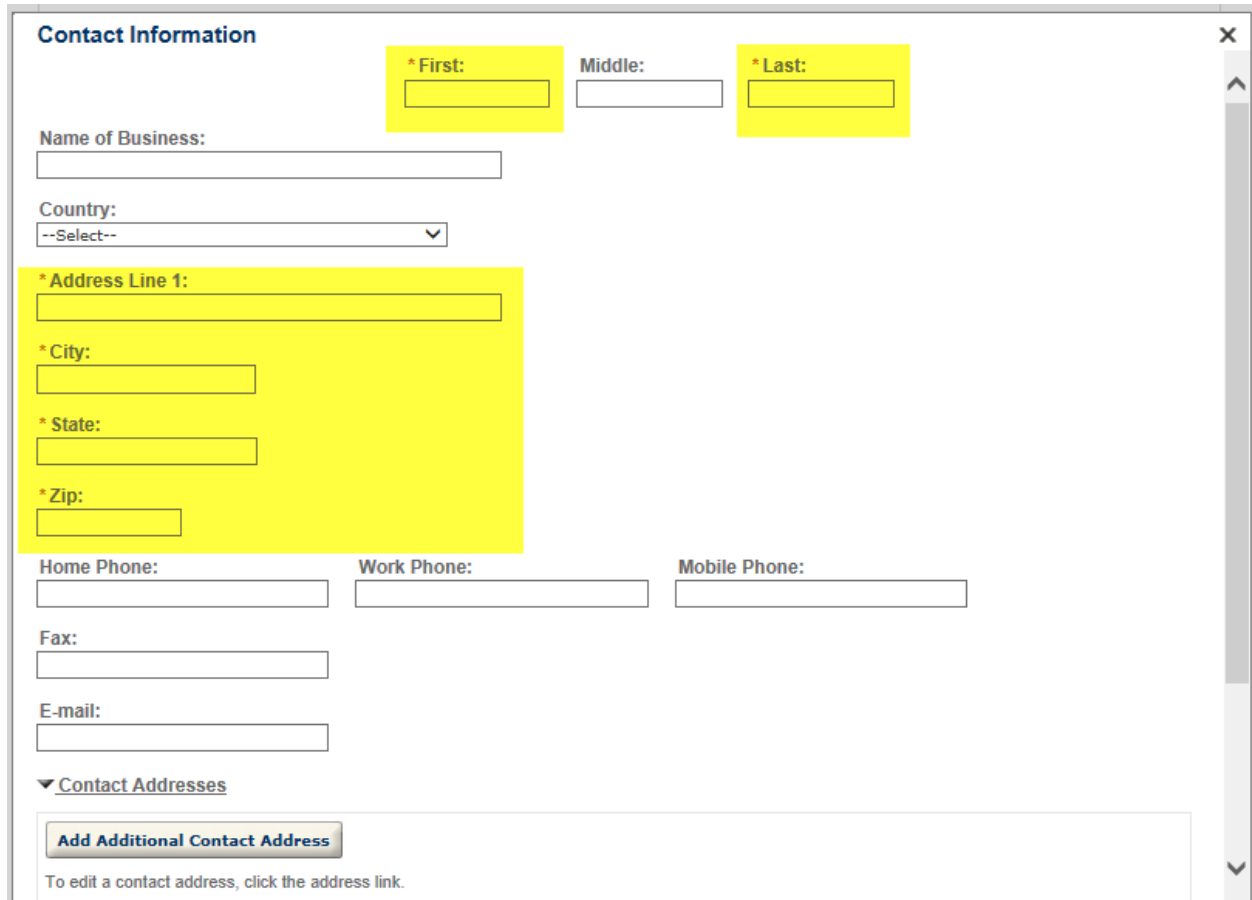
[Continue Registration »](#)

Select Contact Type of: Business Owner for account being created




The screenshot shows a dialog box titled "Select Contact Type" with a close button (X) in the top right corner. A dropdown menu is open, showing a list of contact types. The "Business Owner" option is highlighted in yellow, and a blue arrow points to it. The dropdown list includes: --Select--, Agent, Applicant, Attorney, Billing Contact, Business Owner, Complainant, Contact, Developer, Director, Hearing Body Member, Individual, License Holder, Officer, Organization, Respondent, Shareholder, and Tenant. A "Continue" button is visible to the left of the dropdown. Below the dialog box, a portion of the registration form is visible, showing the text "Registering as an individual (business) and enter your contact information".

Enter contact information and submit



The screenshot shows a "Contact Information" form with a close button (X) in the top right corner. The form contains several input fields and a dropdown menu. The fields for "* First:", "Middle:", and "* Last:" are highlighted in yellow. The "* Address Line 1:", "* City:", "* State:", and "* Zip:" fields are also highlighted in yellow. The form includes fields for "Name of Business:", "Country:" (with a dropdown menu), "Home Phone:", "Work Phone:", "Mobile Phone:", "Fax:", and "E-mail:". At the bottom, there is a section for "Contact Addresses" with a button labeled "Add Additional Contact Address" and a note: "To edit a contact address, click the address link."

You will receive the message: Your account has been created successfully.



Welcome to the City of Lancaster

[Citizen Access Home](#) [Search](#) [+ New](#) [Schedule](#)

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

[Home](#) [Permits](#)

Your account has been created successfully.

Your account has been successfully created.
Congratulations. You have successfully created an account with the City of Lancaster and can login immediately. **Please check your email for the activation link for your account.**
Once your account has been verified you will be able to login with your username and password.

Account Information

User Name:	sandcrture
E-mail:	sandcrture@yahoo.com
Password:	*****
Security Question:	work

Contact Information

Michael Sanderson	Home Phone:
Lancaster	Work Phone:
44933 Fern Ave	Mobile Phone:
	Fax:

Contact Address List

Once your Account is Created, you can now login to apply for a business license. Click on Apply for a License.

The screenshot shows the Lancaster CA Citizen Access Home dashboard. At the top left is the Lancaster CA logo with the tagline "it's positively clear". Below the logo are three images: a modern building at night, a street with American flags, and solar panels. A banner below the images says "Welcome to the City of Lancaster". The navigation bar includes "Citizen Access Home", "New", and "Schedule". Below the navigation bar are links for "Announcements", "Logged in as: thite", "Accessibility Support", "Collections (0)", "Account Management", and "Logout". A search bar is located on the right. The main content area has tabs for "Home", "Licenses", and "Permits". Under "Home", there are sub-tabs for "Dashboard", "My Records", "My Account", and "Advanced Search". The "Licenses" section is highlighted and contains "Apply for a License" and "Search & Renew Licenses". The "Permits" section contains "Apply for a Permit", "Search Permit Records", and "Schedule an Inspection".

lancaster ca
it's positively clear

Welcome to the City of Lancaster

Citizen Access Home + New Schedule

Announcements Logged in as: thite Accessibility Support Collections (0) Account Management Logout

Search...

Home Licenses Permits

Dashboard My Records My Account Advanced Search

Welcomethite
You are now logged in.

What would you like to do today?
To get started, select one of the services listed below:

Licenses

- Apply for a License
- Search & Renew Licenses

Permits

- Apply for a Permit
- Search Permit Records
- Schedule an Inspection

beta.qty

You will need to accept our disclaimer before proceeding.

Welcome to the City of Lancaster

Citizen Access Home + New Schedule

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

Search...

Home Licenses Permits

Apply for a License Search & Renew Licenses

Online License Application

Welcome to the City of Lancaster's Licensing Portal

Using this system you can submit an application, pay fees, track the status of your application, and print your final record all from the convenience of your home or office, 24 hours a day.

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

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I have read and accepted the above terms.

Continue Application »

Choose which type of License you want to apply for and click Continue Application, this will allow your application to proceed.

Welcome to the City of Lancaster

Citizen Access Home + New Schedule

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

Search...

Home Licenses Permits

Apply for a License Search & Renew Licenses

Select a License Record Type

First select the category of license you are applying for, then choose one of the listed available license application types. For assistance or to apply for a record type not listed below please contact us.

Search

General Business License Application
 Rental Housing Application

Continue Application »