

How Renew a Business License Online

Go to the City of Lancaster's Permit and Licensing Portal directly at: <https://aca.accela.com/lancaster>

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/lancaster>

The screenshot shows the City of Lancaster Permit and Licensing Portal. At the top, the Lancaster CA 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. A 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 has tabs for "Home", "Licenses", and "Permits". Under "Home", there is an "Advanced Search" dropdown. The main text area contains a welcome message, a partnership statement with Accela, Inc., and a section titled "What would you like to do today?" with a list of services. On the right, there is a "Login" form with fields for "User Name or E-mail" and "Password", a "Login" button, and links for "Remember me on this computer", "I've forgotten my password", and "New Users: Register for an Account".

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

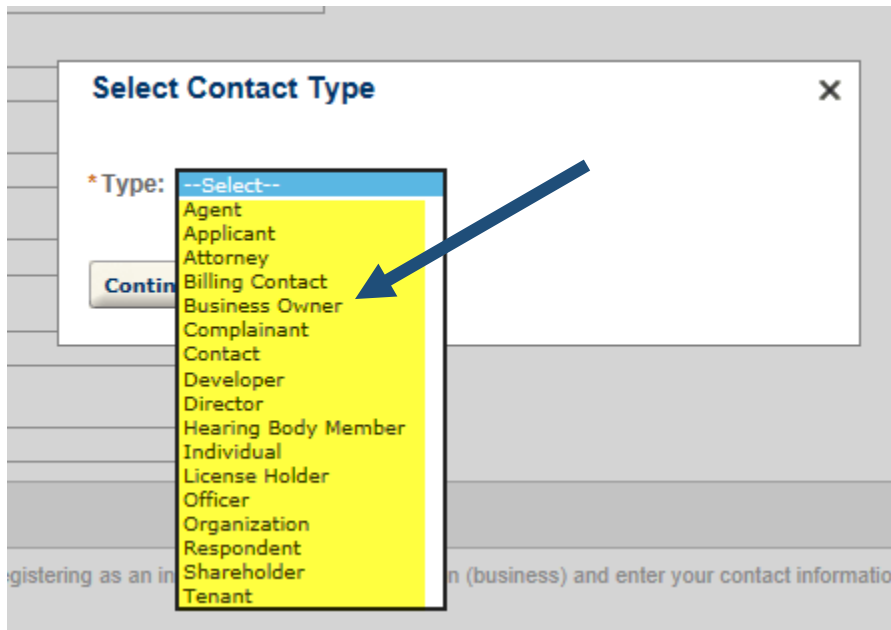
Please select whether you are registering as an individual or as an organization (business) and enter your contact information.

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

[Add New](#)

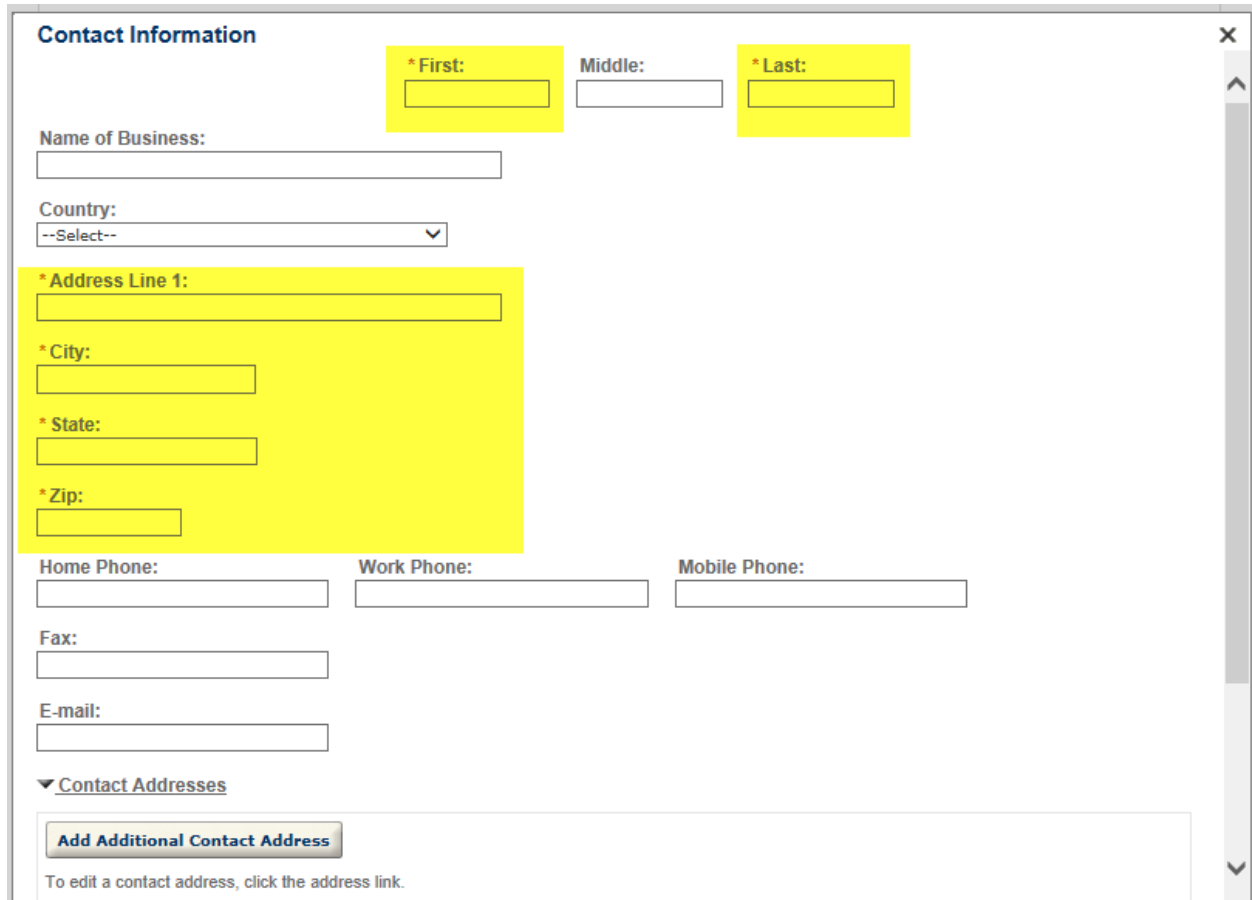
[Continue Registration »](#)

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. Below the title, there is a label "* Type:" followed by a dropdown menu. The dropdown menu is open, showing a list of contact types: "--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 blue arrow points to the "Business Owner" option. Below the dropdown menu is a "Continue" button. At the bottom of the dialog, there is a partially visible instruction: "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, some of which are highlighted in yellow. The fields are: "* First:" (highlighted), "Middle:" (not highlighted), "* Last:" (highlighted), "Name of Business:" (text input), "Country:" (dropdown menu with "--Select--" selected), "* Address Line 1:" (text input, highlighted), "* City:" (text input, highlighted), "* State:" (text input, highlighted), "* Zip:" (text input, highlighted), "Home Phone:" (text input), "Work Phone:" (text input), "Mobile Phone:" (text input), "Fax:" (text input), and "E-mail:" (text input). At the bottom, there is a section titled "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:	sanderture
E-mail:	sanderture@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, Please email: Businessonline@cityoflancasterca.org and request that the account be linked to the appropriate license. Please include in the email the exact email address that was used when registering the account, the license number, business name, and owner contact info. Accounts will be linked within 24 hours, except requests made on holidays or weekends. Accounts will be linked on the next business day.

Once your Account is Linked, you will see your license under My Records.

Records

The Status field indicates whether the Business License is Active. Click any of the results below to view more details. Only limited information can be viewed by non-license holders.

[Show on Map](#)

Showing 1-14 of 14 | [Add to collection](#) | [Copy Record](#)

Record Number	Record Type	DBA Name	Address	Expiration Date	Status	Action
GH-000002	Group Home Business License		2201 W AVENUE K15, LANCASTER CA 93536	06/30/2017	Active	Renew License

Click on the Renew License Link to begin the Renewal Process. Step 1 will not allow any changes (if you need to change your Business Address, please contact Business Licenses at 661-723-6237). Click on Continue Application at the End of the Page.

Owner

Owner Name:

Address Line 1:

Address Line 2:

City: State: Zip: Country:

[Search](#) [Clear](#)

[Continue Application >](#) [Save and resume later](#)

This will take you to the Contact Section, make any changes as necessary. Then Click continue Application.

Step 1: Business Information > Contact Information

* indicates a required field.

Business Owner

If you are applying for this license, use 'Select from Account' option to copy your Contact information from your registration. Be sure to select your Contact information to copy and not any linked contractor licenses you might have. Otherwise fill in the information for the license applicant. Note that you can update your contact information (phone number, address) using the Account Management link at the top of the page.

Timika Hite

tlhite1075@gmail.com
Home phone:
Mobile Phone:
Work Phone: 6617236060
[Edit](#) [Remove](#)

▼ Contact Addresses

[Add Additional Contact Address](#)

To add a new contact address, click the Add Contact Address link. To edit a contact address, click the Edit link. To remove one of your addresses from this application, click on the Remove link.

Showing 1-1 of 1

Address Type	Address	Recipient	Action
Business	2443 Pawtucket Pass		Actions ▼

Custom Fields

Custom Fields

GENERAL INFORMATION

*# of People Working in Lancaster: Each

Commercial/Residential/Mobile:

Home Occupancy Permit:

State Contractors License Number:

State Sellers Permit Number:

Federal Employment ID #:

State Employer ID #:

State BAR #:

* Business Ownership Type:

* Business Type:

* Legal Business Name:

* Doing Business As (DBA) Name:

* Description of Business:

* Enter the date the Business opened or is scheduled to open:

* Do You Own Or Lease This Business Location?:

of Owners: Each

* Are all Employees/Owners legal to work in the U.S.?: Yes No

* Does the business prepare food or beverages?: Yes No

When you have updated all the information (if needed), it will be time to review your license information. After reviewing your information, please read and accept the certification, then click Continue the Application.

Attachment

Edit

The maximum file size allowed is 32 MB.
 hml;htm;mht;mhtml are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.

By checking this box, I agree to the above certification.

Date:

Continue Application »

Save and resume later

The last step is to pay the renewal fees. Once you click Continue Application, you will be redirected to the payment portal. After paying your fees you will be redirected back to the City's Portal and your renewal process is complete.

Home Licenses Permits

Apply for a License Search & Renew Licenses

Group Home Business Renewal

1	2 General Information	3 Additional Information	4 Review	5 Pay Fees	6 Record Issuance
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Step 5: Pay Fees

Listed below are the license application fees based upon the information you've entered.

Application/Renewal Fees

Fees	Qty.	Amount
SB1186	1	\$1.00

TOTAL FEES: \$1.00

Note: This does not include additional fees which may be assessed later.

Continue Application »