



# Online License Renewal Steps

The City of Pearland now offers the convenience of online license renewals. Follow these steps to setup a public account and use that account to renew your license online every year.

## Renewal Steps:

1. Log into the Pearland portal [eTRAKiT \(pearlandtx.gov\)](http://pearlandtx.gov) using your **Public** Account or creating a new one.
2. From your dashboard, link Your Licenses (one-time setup) or see your Open License Applications.
3. Click the blue renewal arrow icon to begin next to the license to be renewed.  
*\* **Note:** every license must be renewed separately. Do not pay for multiple licenses. \**
4. Now follow the four (4) steps by entering or verifying the information and clicking the buttons at the bottom of each to proceed to the next step. Be sure you have your credit card available prior to beginning this process. If you want to pay by check or cash, please visit the Community Development department.
5. **Renewal Process:**
  - a. **Step 1 Confirm...** Review the information on this screen.
  - b. **Step 2 General...** Enter the type of establishment you are renewing this license for. Enter the number of people employed ONLY at this location. Leave zero (0) in the field next to the non-applicable types.  
*For example, if this license is a Pre-Packaged license, and there are five (5) people that work at the location the license is for, enter 5 in that field. Leave the 0 that appears in the other three (3) fields.*
  - c. **Step 3 Contact...** Enter or correct the contact information for the establishment this license is for.
  - d. **Step 4 Review & Pay...** If the information is incorrect in any of the boxes that appear, click Edit to correct before proceeding to the Payment section. Click **Pay Now** when you have your credit card ready.
6. After you click Pay, you will be taken to the Credit Card company's website. Once you pay, you will come back to the Pearland website where you can click **Print** to print your certificate.
7. Display your certificate in a public area.

## Questions or Issues?

For payment or fee process questions, email Community Development / Permits & Inspections at [permits@pearlandtx.gov](mailto:permits@pearlandtx.gov) or call 281.652.1638.

If you have any license or requirement questions, please email Code Enforcement at [codeenforcement@pearlandtx.gov](mailto:codeenforcement@pearlandtx.gov) or call 281.652.1766.