

AGENCIES TO CONTACT FOR OTHER REQUIREMENTS

The organizations listed below may have rules and regulations that apply to businesses that operate within their jurisdiction, are industry specific, or both.

FEDERAL AGENCIES

ALCOHOL AND TOBACCO TAX AND TRADE BUREAU NATIONAL REVENUE CENTER

550 Main St., Ste. 8002, Cincinnati OH 45202
(877) 882-3277
www.ttb.gov

The TTB handles the federal permit applications, collects alcohol, tobacco, firearms and ammunition excise taxes, and regulates this industry.

INTERNAL REVENUE SERVICE (IRS)

450 Golden Gate Ave., 1st Floor, San Francisco CA 94102-3400
(415) 522-4061
(800) 829-4933
www.irs.gov

The IRS issues federal tax identification numbers to corporations, partnerships or businesses with employees.

U.S. FOOD AND DRUG ADMINISTRATION (FDA)

5600 Fishers Lane, Rockville MD 20857
(888) 463-6332
www.fda.gov

The FDA regulates products sold in the U.S., issues product approvals and recalls and monitors products on the market for public safety.

STATE AGENCIES

CA DEPT. OF HEALTH SERVICES, FOOD & DRUG BRANCH

1500 Capitol Ave., MS 7602
P.O. Box 997435, Sacramento CA 95899
(916) 650-6500
http://www.cdph.ca.gov/programs/Pages/FDB_Food_and_Drug_Branch.aspx

The California Food & Drug Branch issues permits to food manufacturers and wholesalers.

CA CONTRACTOR'S STATE LICENSE BOARD

9821 Business Park Drive, Sacramento CA 95827
(800) 321-2752
www.cslb.ca.gov
The Contractor's State License Board licenses and regulates contractors in 43 license classifications.

FRANCHISE TAX BOARD (FTB)

121 Spear St., Ste. 400, San Francisco CA 94105
(800) 852-5711
www.ftb.ca.gov
The FTB is responsible for administering two of California's major tax programs: Personal Income Tax and the Corporation Tax.

COUNTY AGENCIES

COUNTY CLERK-RECORDER'S OFFICE

555 County Center, 1st Floor, Redwood City CA 94063
(650) 363-4500
www.smcare.org
The County Clerk-Recorder's Office handles the filing of Fictitious Business Names Statements, provides forms and offers guidance to new business owners.

HEALTH DEPARTMENT

Agriculture, Weights & Measures
728 Heller St., Redwood City CA 94064
(650) 363-4700
www.co.sanmateo.ca.us/agwm
Business owners with commercial weighing or measuring devices (scales, gas pumps, etc.) or retail price scanner systems must register with the County Sealer of Weights and Measures. Devices and scanner systems are inspected periodically for accuracy.

(Published January 2009. Information subject to change.)

COUNTY AGENCIES CONTINUED

ENVIRONMENTAL HEALTH

2000 Alameda de las Pulgas, Suite 100, San Mateo CA 94403
(650) 372-6200
www.smhealth.org/environ
Environmental Health issues permits to businesses that prepare or sell food to the general public, store hazardous materials, generate hazardous or medical wastes, practice body art, or operate a public swimming pool.

PLANNING AND BUILDING DEPARTMENT

455 County Center, Redwood City CA 94063
Planning: (650) 363-4161, Building: (650) 599-7311
www.co.sanmateo.ca.us/planning

BUILDING DIVISION

Issues building permits to owners and/or licensed contractors for property located in the unincorporated area of the county when different types of construction or landscaping is undertaken.

PLANNING DIVISION

Determines if a business use meets the zoning requirements in an area, if a special Use Permit is required and if other zoning requirements apply to the business and/or the property.

SAN MATEO COUNTY ORDINANCE CODE

<http://municipalcodes.lexisnexis.com/codes/sanmateo>
See Title 5: Business Regulations

TREASURER/TAX COLLECTOR'S OFFICE

555 County Center, 1st Floor, Redwood City CA 94063
(650) 363-4979
The San Mateo County Treasurer/Tax Collector issues business licenses for certain kinds of businesses that are located in the County's unincorporated area.

SAN MATEO COUNTY ASSESSOR-COUNTY CLERK-RECORDER-ELECTIONS

555 County Center
Redwood City, CA 94063
650.363.4500
www.smcare.org
Monday-Friday 8:00 a.m. - 5:00 p.m.



SAN MATEO COUNTY

STARTING A BUSINESS



Warren Slocum
Chief Elections Officer &
Assessor-County Clerk-Recorder

San Mateo County
555 County Center
Redwood City, California 94063
650.363.4500



Starting a Business in San Mateo County

Dear Prospective Business Owner,

If you are starting a business in San Mateo County, I wish you every success in your endeavor.

Part of starting a business is to make it official by advising the appropriate government agencies that you intend to go into business. The agencies that you need to contact will vary based upon the kind of business that you plan to open. Some agencies will license your business, some will collect taxes, and others may inspect and regulate your business for the safety and welfare of the public. It is up to you to contact these agencies, fill out their forms and, in some instances, pay a fee to open the doors of your business.

I wish I could direct you to one office where you could get all of this information. The truth of the matter is—no single place handles all applications, requirements, permits and licenses!

That's why we've put together this resource guide, "Starting a Business in San Mateo County." It lists the basic steps to starting a business and provides agency contact information to help you determine what steps to take and what your business obligations will be.

Best of luck!



Warren Slocum
Chief Elections Officer &
Assessor-County Clerk-Recorder

SIX STEPS TO START A BUSINESS

STEP ONE - START WITH A BUSINESS PLAN

The U.S. Small Business Administration has a tutorial on how to create a business plan for all aspects of your business such as market analysis, financing, sales, marketing, advertising, and choosing a location. Visit www.sba.gov/smallbusinessplanner for more information.

STEP TWO - OBTAIN A BUSINESS LICENSE FROM THE CITY WHERE YOU WILL BE DOING BUSINESS

Usually you can purchase a business license from the City Clerk's Office in City Hall. If your business is located in unincorporated San Mateo County, you can call the Treasurer's Office at (650) 363-4979 for more information about obtaining a county business license.

STEP THREE - CHOOSE A BUSINESS STRUCTURE

Select a business entity type. See www.sos.ca.gov/business for a brief overview of the principal types of legal business structures available in California. Consult with an attorney and an accountant before determining your type of business entity.

STEP FOUR - FILE FOR A FICTITIOUS BUSINESS NAME

Filing a Fictitious Business Name (FBN) Statement creates an accurate, easy-to-find record of who is responsible for the conduct of the business. You may obtain forms and assistance from the County Clerk's Office (555 County Center, 1st floor, Redwood City). Forms are also available online at www.smcare.org/business/fictitious. The Clerk's staff has information about requirements and can assist applicants with these steps.

STEP FIVE - OBTAIN TAX AND EMPLOYER IDENTIFICATION NUMBERS

The IRS, the State Board of Equalization, the Franchise Tax Board and the Employment Development Department agencies collect state and federal payroll taxes, state sales taxes and Corporate income taxes. Filing requirements are different for each agency. For more information, go to www.sos.ca.gov/business/tax.htm.

STEP SIX - CHECK YOUR RESOURCES TO DETERMINE WHAT REQUIREMENTS YOUR BUSINESS MAY NEED TO OPERATE
Included in this brochure is a partial list of recommended sources to help you get started.

RESOURCES

CalGOLD - CALIFORNIA GOVERNMENT ONLINE

www.calgold.ca.gov

The CalGOLD website is designed to help business owners find the appropriate permitting information for the type of business that they plan to open. The website contains the names, addresses and telephone numbers of the state, local and regional agencies that issue the permits and licenses your business may need and links to their web pages.

CALIFORNIA BUSINESS PORTAL

www.calbusiness.ca.gov

The California Business Portal is sponsored by the California Economic Development Partnership. A number of resources are provided, including public and private sources, state and federal agencies, and local private non-profit organizations.

SECRETARY OF STATE'S BUSINESS PROGRAMS DIVISION

www.sos.ca.gov/business

The Business Filings section processes applications for incorporations, limited partnerships, non-profits, apostilles and other businesses. Once you choose a business structure (Step 4),



you will file your papers with the Secretary of State's Office. This website contains information on the fees associated with filing as well as downloadable application forms. The Secretary of State's Office maintains more than two million records for business entities in California including a searchable database of those businesses.

SMALL BUSINESS ADMINISTRATION

www.sba.gov

The U.S. Small Business Administration (SBA) is an independent agency of the federal government that counsels, assists, and protects the interests of small business. It's mission is to help Americans start, build and grow businesses. The SBA offers advice on getting loans, grants, licenses, tax identification numbers, business planning and more.

CITY INFORMATION

Atherton Town Hall	(650) 752-0529	www.ci.atherton.ca.us
Belmont City Hall	(650) 595-7413	www.belmont.gov
Brisbane City Hall	(415) 508-2100	www.ci.brisbane.ca.us
Burlingame City Hall	(650) 558-7203	www.burlingame.org
Colma Town Hall	(650) 997-8300	www.colma.ca.gov
Daly City Hall	(650) 991-8088	www.dalycity.org
E. Palo Alto City Hall	(650) 853-3100	www.ci.east-palo-alto.ca.us
Foster City Hall	(650) 286-3258	www.fostercity.org
Half Moon Bay City Hall	(650) 726-8270	www.half-moon-bay.ca.us
Hillsborough Town Hall	(650) 375-7400	www.hillsborough.net
Menlo Park City Hall	(650) 330-6642	www.menlopark.org
Millbrae City Hall	(650) 259-2352	www.ci.millbrae.ca.us
Pacifica City Hall	(650) 738-7392	www.cityofpacifica.org
Portola Valley Town Hall	(650) 851-1700	www.portolavalley.net
Redwood City Hall	(650) 780-7214	www.redwoodcity.org
San Bruno City Hall	(650) 616-7058	www.sanbruno.ca.gov
San Carlos City Hall	(650) 802-4408	www.cityofsancarlos.org
San Mateo City Hall	(650) 522-7113	www.cityofsanmateo.org
S. San Francisco City Hall	(650) 877-8505	www.ci.ssf.ca.us
Woodside Town Hall	(650) 851-6796	www.woodsidetown.org
Unincorporated San Mateo County	(650) 363-4979	N/A