



# Starting a New Business Check-Off List

The following is an overview of items that you will need to address in order to open a business in San Carlos. The list is in a recommended chronological order. The responsible jurisdiction is provided to refer you to more information. You may not need to obtain all approvals depending on your business type. Applicable items should be completed prior to applying for a Business Registration:

ITEM	JURISDICTION	PHONE	WEB	EMAIL
<input type="checkbox"/> Contact the Planning Department to review zoning	City (Planning)	(650) 802-4263	<a href="http://cityofsancarlos.org">http://cityofsancarlos.org</a>	<a href="mailto:jlewis@cityofsancarlos.org">jlewis@cityofsancarlos.org</a>
<input type="checkbox"/> IRS Employer Number (Form SS4), optional	State (Internal Revenue Svc)	(800) 829-1040	<a href="http://www.irs.gov">http://www.irs.gov</a>	
<input type="checkbox"/> DE-1 Form with Employment Development Dept	State (EDD Tax Office)	(888) 745-3886	<a href="http://askedd.edd.ca.gov">http://askedd.edd.ca.gov</a>	
<input type="checkbox"/> Fictitious Business Name Statement	County (SMCounty Clerk)	(650) 363-4500	<a href="http://www.smcare.org/clerk/fictitious/">http://www.smcare.org/clerk/fictitious/</a>	<a href="mailto:countyclerk@smcare.org">countyclerk@smcare.org</a>
<input type="checkbox"/> Legal Publication of Fictitious Business Name	County (SMCounty Clerk)	(650) 363-4500	<a href="http://www.smcare.org/clerk/fictitious/">http://www.smcare.org/clerk/fictitious/</a>	<a href="mailto:countyclerk@smcare.org">countyclerk@smcare.org</a>
<input type="checkbox"/> Seller's Permit- Resale Number	State (State Board of Equal)	(800) 400-7115	<a href="http://www.boe.ca.gov/sutax/fagseller.htm">http://www.boe.ca.gov/sutax/fagseller.htm</a>	<a href="http://www.boe.ca.gov/info/email.html">http://www.boe.ca.gov/info/email.html</a>
<input type="checkbox"/> State License (Contractors)	State (Dept of Consumer Aff)	(800) 952-5210	<a href="http://www.dca.ca.gov/">http://www.dca.ca.gov/</a>	
<input type="checkbox"/> Workers' Compensation Insurance Coverage	State (State Comp Ins. Fund)	(888) 782-8338	<a href="http://www.statefundca.com">http://www.statefundca.com</a>	
<input type="checkbox"/> Environmental Health Department Clearance	County (SMC Health System)	(650) 372-6200	<a href="http://smchealth.org/">http://smchealth.org/</a>	
<input type="checkbox"/> Permit obtained for selling food	County (SMC Health System)	(650) 372-6200	<a href="http://smchealth.org/">http://smchealth.org/</a>	<a href="mailto:envhealth@smcgov.org">envhealth@smcgov.org</a>
<input type="checkbox"/> Submit Application & Payment for a <b>Business Registration</b>	City (Finance Dept)	(650) 802-4213	(see below)	<a href="mailto:businessreg@cityofsancarlos.org">businessreg@cityofsancarlos.org</a>

## FINANCE DEPT:

Business Registration Application & Payment (650) 802-4213 (Counter hours 9AM-12PM and 1PM-5PM)  
[http://www.cityofsancarlos.org/businesses/doing\\_business](http://www.cityofsancarlos.org/businesses/doing_business) [businessreg@cityofsancarlos.org](mailto:businessreg@cityofsancarlos.org)

## PLANNING DEPARTMENT:

Zoning & architectural review  
<http://www.cityofsancarlos.org/planning>

Sign approval (if installing new/modifying existing signs) (650) 802-4263 (Counter hours 9AM-12PM or by appt)  
[http://www.cityofsancarlos.org/planning/projects/projects/sign\\_regulations.asp](http://www.cityofsancarlos.org/planning/projects/projects/sign_regulations.asp)

Planning Contact Directory: (650) 802-4263  
<http://www.cityofsancarlos.org/planning/contact.asp>

## BUILDING DEPARTMENT:

Building Permit (for any exterior/interior modifications) (650) 802-4261 (Counter hours 9AM-12PM or by appt)  
<http://www.cityofsancarlos.org/building>

Building Contact Directory:  
[http://www.cityofsancarlos.org/building/contact\\_information.asp](http://www.cityofsancarlos.org/building/contact_information.asp)

## SAN CARLOS/REDWOOD CITY FIRE DEPT:

Fire Clearance (650) 780-7400  
<http://www.cityofsancarlos.org/depts/fire> [secretaries@redwoodcity.org](mailto:secretaries@redwoodcity.org)