



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

FINANCE DEPT:

Business Registration Application & Payment (650) 802-4213 (Counter hours 9AM-12PM and 1PM-5PM)
http://www.cityofsancarlos.org/businesses/doing_business 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

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

SAN CARLOS/REDWOOD CITY FIRE DEPT:

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