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) 322-5277
www.cdph.ca.gov

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

CA STATE BOARD OF EQUALIZATION

P.O. Box 942879, Sacramento, CA 94279
(800) 460-7715
www.boe.ca.gov

The BOE is responsible for administering property tax and sales tax programs.

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.

COUNTY AGENCIES CONTINUED

ENVIRONMENTAL HEALTH

200 Alameda de las Pulgas, Suite 100, San Mateo CA 94403
(650) 372-2500
www.sanmateo.ca.gov/hs/cepa

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.

TAX COLLECTOR’S OFFICE

555 County Center, 1st Floor, Redwood City  CA 94063
(650) 599-5985

The San Mateo County Tax Collector issues business licenses for certain kinds of businesses that are located in the County’s unincorporated area.

COUNTY AGENCIES CONTINUED

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HEALTH DEPARTMENT

Agriculture, Weights & Measures

728 Heller St., Redwood City  CA 94064
(650) 363-4700
www.co.sanmateo.ca.us/awm

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 March 2016. Information subject to change.)

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Dear Prospective Business Owner,

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

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 get started.

Best of luck,

Mark Church
Chief Elections Officer &
Assessor-County Clerk

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/mbusinessplan 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 Tax Collector’s Office at (650) 599-5989 for more information about obtaining a county business license.

STEP THREE - SELECT 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 smeace.org/erk/ 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.

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.sos.ca.gov/business

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.

SAN MATEO COUNTY ORDINANCE CODE www.municode.com/library/CA/San_Mateo_County

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 forms 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.

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City Information

Atherton Town Hall (650) 752-0523 www.atherton.ca.us
Belmont City Hall (650) 595-7413 www.belmont.ca.gov
Brisbane City Hall (415) 808-2100 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) 991-4088 www.dalyca.org
El Porto City Hall (650) 651-3199 www.cityelporto.ca.us
Foster City Hall (650) 288-3258 www.fosterca.org
Half Moon Bay City Hall (650) 726-8270 www.halfmoonbay.ca.gov
Hillbrow Town Hall (650) 757-7400 www.hillbrowtwnhall.org
Menlo Park City Hall (650) 330-6642 www.menlopark.org
Millbrae City Hall (650) 259-2352 www.cs millbrae.ca.us
Pacifica City Hall (650) 738-7382 www.cityofpacificca.org
Portola Valley Town Hall (650) 851-1700 www.portolavalleynet.net
Redwood City (650) 780-7214 www.redwoodcity.org
San Bruno City Hall (650) 616-7058 www.sanbruno.ca.gov
San Carlos City Hall (650) 862-4408 www.cityofsanlcarlos.com
San Mateo City Hall (650) 522-7111 www.cityof Sanmateo.ma
San Francisco City Hall (650) 877-8505 www.ssf.net
Woodside Town Hall (650) 851-6796 www.woodsidetown.org
Unincorporated (650) 599-5989 N/A
San Mateo County