

## 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](http://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 9 4102-3400  
(415) 522-4061  
(800) 829-4933  
[www.irs.gov](http://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](http://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](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 STATE BOARD OF EQUALIZATION

P.O. Box 942879, Sacramento, CA 94279  
(800) 400-7115  
[www.boe.ca.gov](http://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](http://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](http://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](http://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](http://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 March 2016. 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/cupa](http://www.smhealth.org/cupa)

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](http://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) 599-5989

The San Mateo County 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](http://www.smcare.org)

Monday-Friday 8:00 a.m. - 5:00 p.m.

SAN MATEO COUNTY

## STARTING A BUSINESS



Mark Church  
Assessor-County Clerk-Recorder  
& Chief Elections Officer

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!



Mark Church  
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](http://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 Tax Collector's Office at (650) 599-5989 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](http://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/clerk/fictitious](http://www.smcare.org/clerk/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](http://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

### CaIGOLD - CALIFORNIA GOVERNMENT ONLINE

[www.calgold.ca.gov](http://www.calgold.ca.gov)

The CaIGOLD 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.business.ca.gov](http://www.business.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.

### SAN MATEO COUNTY ORDINANCE CODE

[www.municode.com/library/CA/San\\_Mateo\\_County](http://www.municode.com/library/CA/San_Mateo_County)

See Title 5: Business Regulations

### SECRETARY OF STATE'S BUSINESS PROGRAMS DIVISION

[www.sos.ca.gov/business](http://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](http://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 | <a href="http://www.ci.atherton.ca.us">www.ci.atherton.ca.us</a>             |
| Belmont City Hall               | (650) 595-7413 | <a href="http://www.belmont.gov">www.belmont.gov</a>                         |
| Brisbane City Hall              | (415) 508-2100 | <a href="http://www.ci.brisbane.ca.us">www.ci.brisbane.ca.us</a>             |
| Burlingame City Hall            | (650) 558-7203 | <a href="http://www.burlingame.org">www.burlingame.org</a>                   |
| Colma Town Hall                 | (650) 997-8300 | <a href="http://www.colma.ca.gov">www.colma.ca.gov</a>                       |
| Daly City Hall                  | (650) 991-8088 | <a href="http://www.dalycity.org">www.dalycity.org</a>                       |
| E. Palo Alto City Hall          | (650) 853-3100 | <a href="http://www.ci.east-palo-alto.ca.us">www.ci.east-palo-alto.ca.us</a> |
| Foster City Hall                | (650) 286-3258 | <a href="http://www.fostercity.org">www.fostercity.org</a>                   |
| Half Moon Bay City Hall         | (650) 726-8270 | <a href="http://www.half-moon-bay.ca.us">www.half-moon-bay.ca.us</a>         |
| Hillsborough Town Hall          | (650) 375-7400 | <a href="http://www.hillsborough.net">www.hillsborough.net</a>               |
| Menlo Park City Hall            | (650) 330-6642 | <a href="http://www.menlopark.org">www.menlopark.org</a>                     |
| Millbrae City Hall              | (650) 259-2352 | <a href="http://www.ci.millbrae.ca.us">www.ci.millbrae.ca.us</a>             |
| Pacifica City Hall              | (650) 738-7392 | <a href="http://www.cityofpacifica.org">www.cityofpacifica.org</a>           |
| Portola Valley Town Hall        | (650) 851-1700 | <a href="http://www.portolavalley.net">www.portolavalley.net</a>             |
| Redwood City Hall               | (650) 780-7214 | <a href="http://www.redwoodcity.org">www.redwoodcity.org</a>                 |
| San Bruno City Hall             | (650) 616-7058 | <a href="http://www.sanbruno.ca.gov">www.sanbruno.ca.gov</a>                 |
| San Carlos City Hall            | (650) 802-4408 | <a href="http://www.cityofsancarlos.org">www.cityofsancarlos.org</a>         |
| San Mateo City Hall             | (650) 522-7113 | <a href="http://www.cityofsanmateo.org">www.cityofsanmateo.org</a>           |
| S. San Francisco City Hall      | (650) 877-8505 | <a href="http://www.ssf.net">www.ssf.net</a>                                 |
| Woodside Town Hall              | (650) 851-6796 | <a href="http://www.woodsidetown.org">www.woodsidetown.org</a>               |
| Unincorporated San Mateo County | (650) 599-5989 | N/A  |