

DOING BUSINESS IN SAN CARLOS

Created in 1993 and revised in 2004

By the City of San Carlos and the San Carlos Chamber of Commerce

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Introduction

Welcome to the San Carlos business community. Starting a new business venture can be complicated and difficult. The Chamber of Commerce and staff with the City of San Carlos will do all they can to make this process "business and user-friendly" for you. The City has an especially useful website where many of the required forms and many of these processes can be done online at www.cityofsancarlos.org. If at any time in the course of opening your business you need assistance or clarification, please don't hesitate to ask, especially since City regulations may change from time to time.

Each business need is different and not all processes will apply to everyone. This booklet is designed to provide you with a guide to follow when starting a business in San Carlos:

- General information about things everyone needs to do before starting a business anywhere including possible startup costs.
- Information about San Carlos' requirements - business registration, zoning, architectural review, building permit and other approvals.
- Flow charts to show you what you are required to do, and what the city is responsible for.
- Check-off lists to aid you in keeping track of what you should do and what you have accomplished.
- General descriptions of the various City of San Carlos departments and their requirements.
- County, State and Federal requirements.
- Additional information you may find helpful such as business development resources.

You and your business needs are important to us. For that reason we would like your views as to how this booklet can be improved. In addition, if in the course of opening your business you encounter situations that are not addressed in this booklet, please let us know. We look forward to your feedback.

We wish you much success!

The San Carlos Chamber of Commerce and the City of San Carlos

Starting a New Business, General Check-Off Lists

The following two lists consist of general things everyone should act on when starting a business. It is courtesy of SCORE, the US Small Business Administration's Service Corps of Retired Executives.

Things to Do in Starting A Business

1. Prepare a business plan
2. File with the City of San Carlos for business registration
3. Obtain sellers permit from the State Board of Equalization
4. File fictitious name statement
5. Draft partnership agreement or incorporate
6. Open checking account
7. Talk with an accountant about bookkeeping systems
8. Set up bookkeeping systems
9. Research insurance needs
10. Draft contracts needed for customers/private contractors
11. Develop brochure/logo
12. Develop rate structure
13. Print brochure, letterhead
14. Prepare training manual
15. Develop pay schedule
16. Develop billing procedures
17. File appropriate tax forms
18. Market research/advertising

Possible Set-Up Costs

1. Lawyer for partnership agreement/lease review
2. Filing fees - business registration, permits, fictitious name
3. Design of logo or other graphics
4. Printing brochure, letterhead, flyers
5. Other printing (e.g. contracts, training manual, etc.)
6. Market research
7. Telephone/answering machine
8. Utilities
9. Rent or purchase of a building
10. Insurance
11. Advertising
12. Board of Equalization bond
13. Laundry and cleaning
14. Directories for customer contact

15. File incorporation papers
16. Fixtures/equipment/vehicles
17. Office supplies
18. Books and publications
19. Chamber of Commerce membership
20. Association dues/convention expense

In San Carlos:

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 and page number is provided to refer you to more information within the booklet. You may not need to obtain all approvals depending, on your business type.

These items must be completed by all businesses prior to applying for a Business Registration:

<u>ITEM</u>	<u>JURISDICTION</u>	<u>PAGE</u>
<input type="checkbox"/> Contact the Planning Department to review zoning	City.....	5
<input type="checkbox"/> IRS Employer Number (Form SS4), optional.....	State.....	29
<input type="checkbox"/> DE-1 Form with Employment Development Department	State.....	28
<input type="checkbox"/> Fictitious Business Name Statement	County.....	25
<input type="checkbox"/> Legal Publication of Fictitious Business Name	County.....	25
<input type="checkbox"/> Seller's Permit - Resale Number	State.....	26
<input type="checkbox"/> State License, (contractors)	State.....	27
<input type="checkbox"/> Workers' Compensation Insurance Coverage	State.....	28
<input type="checkbox"/> Environmental Health Department Clearance.....	County.....	25
<input type="checkbox"/> Permit obtained for selling food (may be done concurrently).....	County.....	25

The following additional items are specific to San Carlos:

<u>ITEM</u>	<u>JURISDICTION</u>	<u>PAGE</u>
<input type="checkbox"/> Business Registration through Finance Department	City.....	5
<input type="checkbox"/> Fire Clearance from South County Fire	City.....	20
<input type="checkbox"/> Sign approval, from Planning Department..... (if installing new or modifying existing signs)	City.....	10
<input type="checkbox"/> Architectural Review approval, from Planning Department..... (For any exterior modifications)	City.....	12
<input type="checkbox"/> Building Permit, from Building Department	City.....	14 (for any exterior or interior modifications)

City Regulations & Resources

Starting a new business in San Carlos may require a number of reviews, completed forms and approvals from not only the City, but from other governmental agencies including the County, State and Federal governments. The City is available to assist you through the process. It is important to first visit the Planning Department. See page 7 for a flow chart to help guide you through the approval process.

Business Registration/Zoning

Business Registration

Any individual or firm (including Home-Based Businesses) doing business in San Carlos must have a City business registration. The key aspects of this process are as follows:

1. Obtain a Business Registration from the City's Finance Department (can be done online: www.cityofsancarlos.org - go to 'City Departments' – Finance – Business Registration).
2. Registrations must be renewed annually.
3. Completed applications must include the following:
 - Business name and address
 - Business owner's name and address
 - Emergency contact name and phone number
 - Type of Business
 - Previous use of building
 - Square footage
 - How long vacant?
 - Federal employer I.D. number
 - State license number
 - Retail permit number
 - Social security number
 - Number of individuals, apartments or consignment spaces (depending on the business type).

For further information about the business registration requirements and fees, contact the Senior Account Clerk at 802-4215.

Zoning Clearances - Commercial

All business registration applications are first reviewed by the Planning Department to make certain that the desired business location is zoned for your particular type of business.

- The Planning Department will review all proposals for changes in business use, business ownership, building use or property use for compliance with the Zoning Ordinance.
- The Clearance is to verify that your business conforms to the zoning of the property.
- It typically takes 1 to 2 weeks to process a zoning clearance application (Commercial).
- If your business is a restaurant, please check with the Public Works Director to see if you will be required to pay a sewer connection fee.

Zoning Clearances - Residential

- The City of San Carlos also reviews business registration applications in residential areas.
- These are done within the single-family, multiple-family and Planned Community zoning districts of the city.
- This review is necessary to assure that businesses conducted within the home do not interfere with the primary residential use of the area.
- Normal review time is from 1 to 2 weeks.
- A Home Occupation Permit will be issued conditioned upon compliance with the City's Building and Fire Codes, assuming the use complies with Ordinance 18.119.

For further information about the zoning clearance program contact the Planning Department at (650) 802-4263. Please note that all zoning requirements are on the City web page under www.cityofsancarlos.org

Parking Requirements

The Planning Department also reviews the business registration application to see that it meets with current off-street parking requirements. San Carlos requires that adequate off-street parking be provided for all new or expanded uses in town. Please refer to the Zoning Ordinance and Planning Department for specifics. In general, the parking requirements are:

Retail	1 space for each 250 square feet of Gross Floor Area
Office	1 space for each 250 square feet of Gross Floor Area
Manufacturing	1 space for each 600 square feet of Gross Floor Area
Industrial	1 space for each 1,500 square feet of Gross Floor Area

Fire/Life Safety Review Process

Once you submit an application for a business registration to the Finance Department, it is then forwarded to the Planning Department for review and approval and then to South County Fire Authority for review and approval. Part of the Fire Authority's business registration review and approval process may include an on-site inspection of the business by a Fire Inspector. The following categories of fire/life safety issues are generally inspected:

- Fire extinguishers
- Exiting
- Housekeeping
- Electrical

- Flammable/combustible liquids
- Miscellaneous

City Development Review Process

The City suggests you take advantage of the Development Review process if your business requires special permits or involves substantial construction. Planning Staff can assist you with the decision to utilize the Development Review Committee (DRC). The City's Development Review Committee, comprised of the City Manager, City Department Heads, the City Attorney, and other key Staff, meets regularly to review development applications. The purpose of the review is to provide applicants with initial comments, special concerns, procedures and/or timing requirements. Staff may ask questions about the project to obtain more information and help clarify the scope of the proposed development. The goal is to provide this information/feedback early on in the development process to help reduce the applicant's time and money spent to bring forth an acceptable application.

Certain types of new businesses and extensive construction may involve the San Carlos Development Review Process. Planning Staff will advise you in the before you apply for a Business Registration or any type of design review if you should go through the Development Review Process. This process is summarized in the following chart.

The time listed by each is given as a range from the minimum to maximum required for a response or action by the City. The anticipated turn-around time needed by the project proponent's staff or engineer in response to city review comment must be added to each step. The overall processing time can then be totaled by adding the combined estimate for each applicable step. The grand total would be a range accurate for estimating time for closing of escrow or meeting construction deadlines.

No.	Description	Purpose	Time to complete
1.	File application with City staff	Initiate City Review	1 to 4 weeks
2.	Environmental Review	Determine level of review needed	Neg Dec = 2 to 4 weeks Full EIR = 24 to 32 weeks
3.	Rezoning or Planned Community Rezoning	Permit desired land use	9 to 16 weeks
4.	Variances & Use Permits	Allows variations	4 to 8 weeks
5.	Zoning Administrator Hearing	Approval of minor use permits	4 to 8 weeks
6.	Architectural Review	Review of designs & site plans w/out Planning Commission hearing	1 to 3 weeks
7.	Tentative Subdivision Map	Permit land divisions	4 to 8 weeks
8.	Final Subdivision Map	Official acceptance by City of all agreements	6 to 12 weeks
9.	CC&Rs, Articles of Incorporation	Provide for and maintain common facilities	2 to 4 weeks
10.	Record Final Map	To include in County records	1 to 2 weeks
11.	Building Permit	Site development & building requirements	4 to 15 weeks

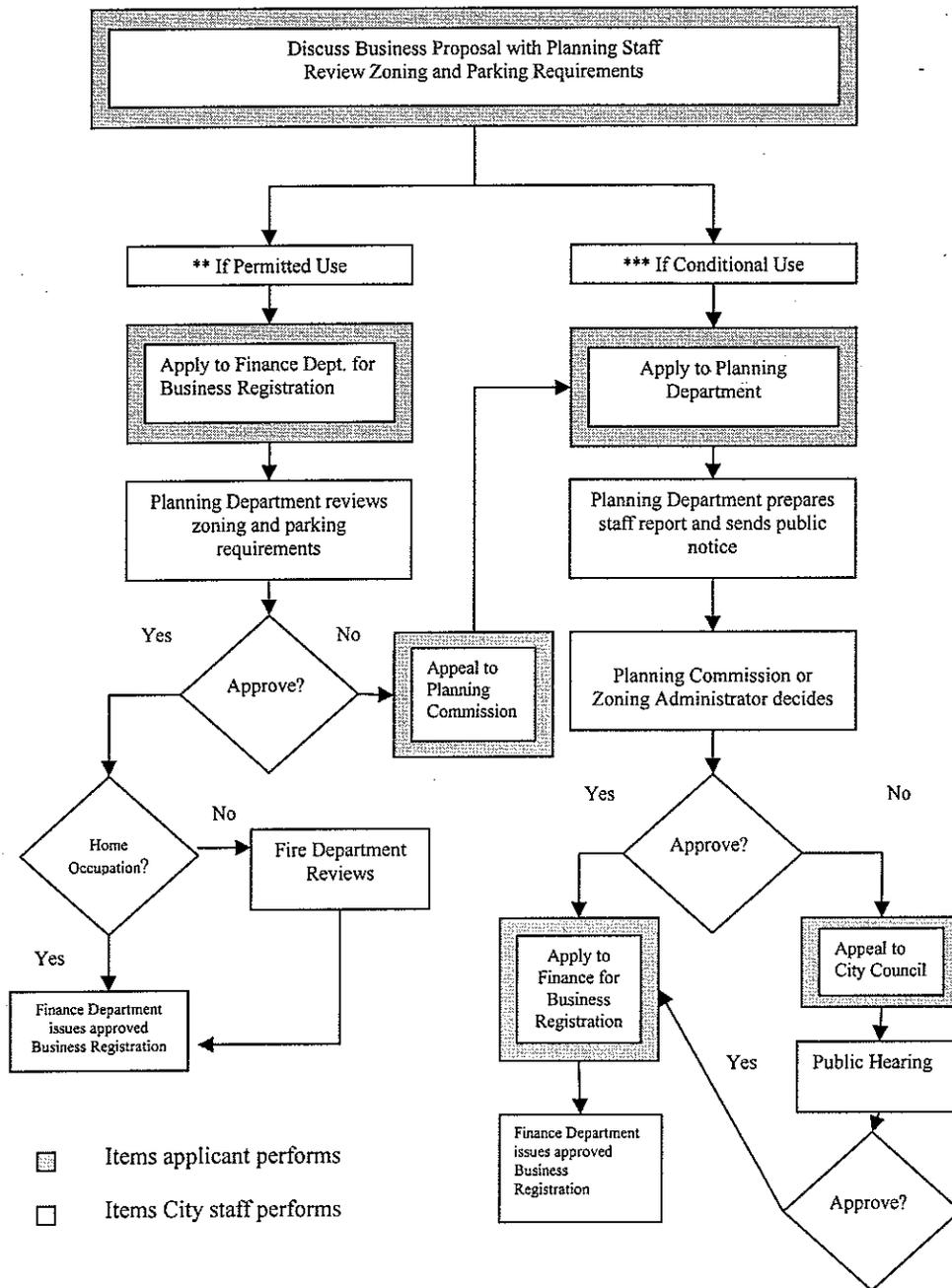
Notes:

Various fees are required based on the standard fee schedule or on the level of service required. For details, the applicant should refer to the appropriate department.

Conditional Use Permit Process

After you review your business plan with the Planning Department, Staff will inform you if your business requires a Conditional Use Permit in order to operate in the location you desire. A Conditional Use Permit is obtained through the Planning Department by a public hearing with the Zoning Administrator or the Planning Commission. Once you submit the application with the Planning Department, Staff will circulate your business proposal and any schematic floor plans to all City departments for comments. Staff will then prepare a staff report with a recommendation for approval/denial and conditions of approval for review by the Zoning Administrator or Planning Commission. A Conditional Use Permit is specific to your business and location. Depending on your location and proposed business activities, conditions may be imposed upon you that are more restrictive than the ordinance requirements.

Business Registration/Zoning Flow Chart



**** Permitted Use:** A business use permitted by the Zoning Ordinance without any special approvals beyond Zoning Clearance approved by Planning Staff.

***** Conditional Use:** A business use that requires further review and approval by the Zoning Administrator or Planning Commission. These business types are listed as conditional uses in the Zoning Ordinance or as a use similar to a permitted use. The use permit may include certain conditions imposed by the Zoning Administrator or Planning Commission.

Sign and Awning Approval

Sign Permits

Apply to the Planning Department for any new sign or any modification to an existing sign. The City of San Carlos regulates the number, area, location and design of signs in its commercial and industrial areas. Commercial signs are generally not permitted in residential areas. Review and regulation is necessary in order to achieve a safe, aesthetic and equitable design of signs throughout the community.

- Face-mounted signs, awning signs, free-standing signs, nameplates and under-canopy signs are permitted.
- Prohibited signs include A-Frame signs, animated signs and billboards.
- Architectural approval of any new or modified sign is required.
- Upon approval from the Planning Department, you must apply to the Building Department for a building permit to install your sign.

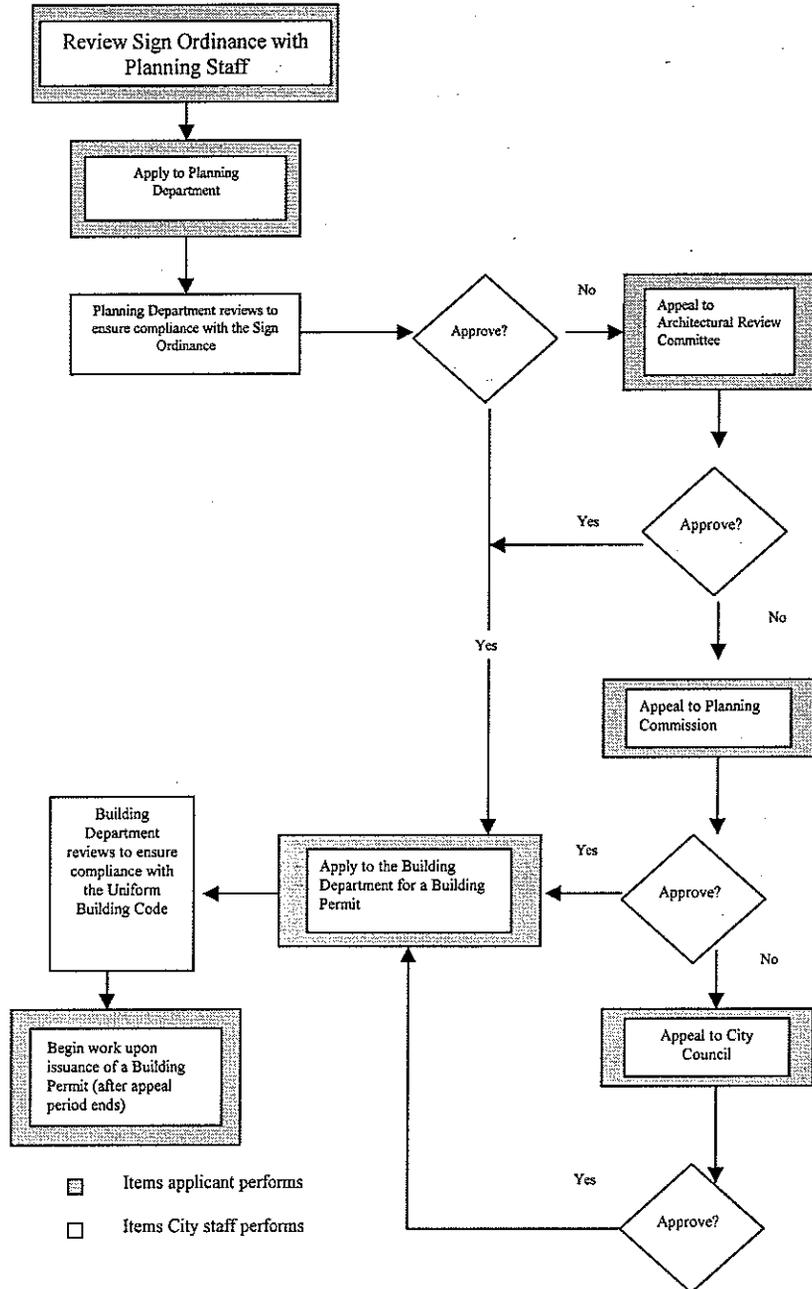
Contact the Planning Department or see the Sign Ordinance for details of requirements and the review procedure online at www.cityofsancarlos.org – City Departments - Planning Department – sign ordinance.

Awnings

Apply to the Planning Department for Architectural approval for any awning with or without signage.

- The Planning Department will review the style, color and placement of the awning.
- Any lettering on the awning must meet the requirements of the Sign Ordinance.
- Upon approval from the Planning Department, you must apply to the Building Department for an installation permit.
- Awnings shall be installed in compliance with Uniform Building Code for safety requirements.
- Information regarding the Uniform Building Code may be obtained at the Building Department office.

Sign and Awning Flow Chart



Sign and Awning Check-off list

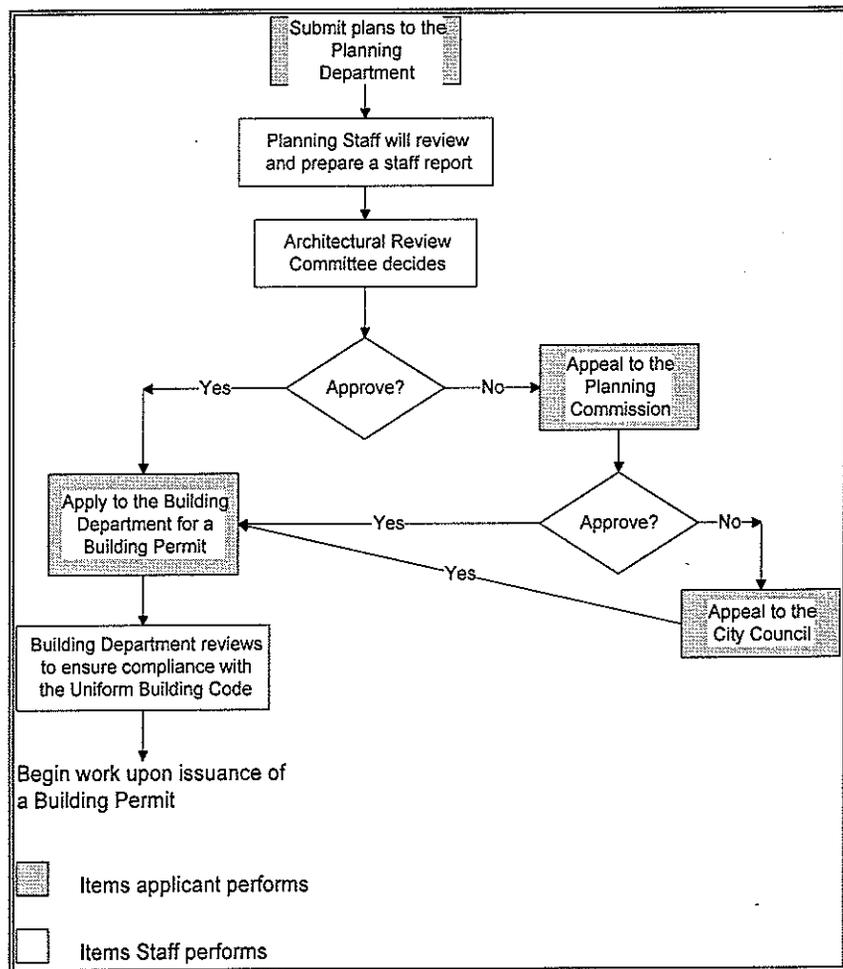
- Review your proposal with Planning Staff to determine how much total signage is permitted.
- Consult a professional sign and/or awning contractor.
- Submit plans to the Planning Department for Architectural Review. Planning Staff will review to ensure compliance with the sign ordinance.
- Upon approval from the Planning Department, Apply to the Building Department for Building Permit.

Architectural Review

Process

- Architectural Review is required for:
 - a. Any new building or addition to existing building within any commercial, industrial or Planned Community Residential area, including apartments.
 - b. Any new or modified signs and awnings.
 - c. Any exterior alterations (facade improvements).
- Some items that are minor in nature have been deferred to Planning Staff for review and approval.
- Normal staff review time is 3 to 5 working days.
- Items denied by staff may be appealed to the Planning Commission
- If your item requires review by the Commission, staff will schedule you on the next available meeting date (usually two to four weeks).

Architectural Review Flow Chart



Architectural Review Check-off list

- Consult Planning staff for requirements
- Submit three sets of plans to the Planning Department
- Planning Commission decides
- Apply to the Building Department for a Building Permit upon approval.

Building Department Requirements

The City of San Carlos has adopted the 2001 California Building Code (CBC), 2001 California Plumbing Code (CPC), 2001 California Mechanical Code (CMC), 2002 National Electrical Code (NEC) with local amendments. All work must be done in compliance with these codes.

Building Permit Requirements

Except as listed under "Exempted Work" no building or structure shall be erected, constructed, enlarged, altered, repaired, moved, improved, removed, converted or demolished unless a separate permit for each building or structure has first been obtained from the Building Official.

- Some items do not require you to obtain a building permit (see below) for a listing of exempted work and contact the Building Department for further information.
- The fact that you may not be required to obtain a Building Permit does not mean you may not be required to obtain Planning approval and or other City permits.
- You should check with the Planning Department if you will be doing any of the following;
 - ✓ Changing the use or tenant
 - ✓ Adding offices or similar spaces
 - ✓ Making exterior alterations
 - ✓ Adding additional square footage
 - ✓ Adding mechanical systems to the exterior
- Exemption from the permit requirements of the California Building Code does not grant authorization for any work to be done in any manner in violation of the provisions of this code or any other laws or ordinances of this jurisdiction.

Exempted Work

A building permit shall not be required for the following:

1. One-story detached accessory buildings used as tool and storage shed, playhouses and similar uses, provided the projected roof area does not exceed 120 square feet.
2. Fences not over 6 feet high.
3. Movable cases, counters and partitions not over 5 feet, 9 inches high.
4. Retaining walls which are not over 4 feet in height measured from the bottom of the footing to the top of the wall, unless supporting a surcharge or impounding Class I, II or III-A liquids (as defined by UBC).
5. Platforms, walks and driveways not more than 30 inches above grade and not over any basement or story below.
6. Painting, papering and similar finish work.
7. Temporary motion picture, television and theater stage sets and scenery.
8. Window awnings supported by an exterior wall of Group R, Division 3 (single family residence or duplex) and Group M Occupancies (private garages) when projecting not more than 54 inches (as defined by CBC).

Unless otherwise exempted, separate plumbing, electrical and mechanical permits will be required for the above exempted items.

Timelines for Plan Checking

City staff is as anxious as you are to get your plans returned to you in a timely manner. All plans are checked in the order that they are received (NO EXCEPTIONS).

Normal turnaround time for first plan check is:

Minor work, such as signs, decks, awnings, kitchen or bath remodels – 24 Hours to 1 week

Major work, such as commercial buildings, additions, new residences -- Approximately 4 – 6 Weeks

If your plans should require recheck or additional documents, it will take approximately the following times for recheck:

Minor work - 2 additional weeks

Major work - 3 additional weeks

The times listed above are based on averages only and may be subject to change depending on the volume of work received by this department. The normal plan checking process, at times, can require that your documents be reviewed by four Departments and, if so, the time may be extended.

Building Permit Application

Application

To obtain a permit, the applicant shall first file a Building Permit Application with the Building Department. Every application shall:

1. Identify and describe the work to be covered by the permit for which application is made.
2. Describe the land on which the proposed work is to be done by legal description, (street address or similar description that will readily identify and definitely locate the proposed building or work).
3. Indicate the use or occupancy for which the proposed work is intended.
4. Be accompanied by plans, diagrams, computations and specifications and other data as required in Subsection (b) of this section.
5. State the valuation of any new building or structure or any addition, remodeling or alteration to an existing building.
6. Be signed by the permittee, or his authorized agent.
7. Give such other data and information as may be required by the building official.

Plans and Specifications

- Plans, engineering calculations, diagrams and other data shall be submitted in three sets of plans with each application for a permit (see below under submitting plans).
- The Building Official may require plans, computations and specifications to be prepared and designed by an engineer or architect licensed by the State to practice as such.
- Submittals shall include construction inspection requirements as defined in Section 108.1 and 108.5.6 of the CBC.
- Internet Permitting System expected by Summer of 2001 (Contact Chris Valley, 802-4262, for further information).

Information on Plans and Specifications

- Plans and specifications shall be drawn to scale and shall indicate the location, nature and extent of the work proposed.
- They should show in detail that the proposed work will conform to the provisions of the UBC and all relevant laws, ordinances, rules and regulations.

Submitting Plans

Planning Review

Applicant must first receive approval from the Planning Department before submitting plans for a Building Permit, if the tenant improvement involves any of the following:

- Change of use or tenant
- Adding offices or similar spaces
- Any exterior alterations
- Adding additional square footage
- Adding mechanical systems to the exterior.

Plans and Documents

- Plans shall be prepared by a licensed Architect or Engineer, or a Registered Building Designer in association with a licensed Architect or Engineer, if the tenant improvement involves any of the following:
 1. Structural alterations
 2. Fire resistive standards - Chapter 42, U.B.C.
 3. Area separations - Chapter 5, U.B.C.
 4. Occupancy separations - Chapter 5, U.B.C.
 5. Exiting and/or corridors - Chapter 33, U.B.C.
 6. Hazardous Occupancies - Chapter 9, U.B.C.
 7. Modifications of existing sprinklers and/or the requirements for new sprinkler systems
 8. Light and ventilation requirements - U.B.C.
 9. State Building Code - Title 24, Energy or handicapped accessibility requirements
- Plans or documents prepared by a licensed person must include the following information;
 - a. Floor area of the building
 - b. Building type
 - c. Existing and proposed occupancies
 - d. Occupant loads
 - e. Location of building on property
 - f. If the building does or does not have a fire sprinkler system.
- Plans and documents need not be prepared by a licensed person if they are minor in nature: counters, cabinets, non-bearing low partitions and other minor alterations as approved by the Building Official.

Who is Permitted to do the work?

Please see below and/or contact the Building Department to determine who is permitted to do certain types of work. All contractors must obtain a City Business Registration in order to perform work within the City of San Carlos. Business registration forms are available online: www.cityofsancarlos.org -- City Departments -- Finance -- Business Registrations. Owners and contractors may do the construction work; tenants and unlicensed persons are not permitted to do construction work. Electrical work in commercial areas shall be performed by a licensed C-10 Electrician.

Who is Permitted to do work:

- Owners, in accordance with the City of San Carlos Section 7044 - Business and Professions Code.
- Contractors licensed to perform the work.
- Electrical work shall be performed by a licensed Electrical Contractor only - San Carlos Ordinance #1267 - Sec. 15.04.090. A
- Individuals permitted to do the actual construction work must have a San Carlos business registration.

Tenants and unlicensed persons are not permitted to do the construction work.

Exemption from the permit requirements of this code (CBC) shall not be deemed to grant authorization for any work to be done in any manner in violation of the provisions of this code or any other laws or ordinances of this jurisdiction.

Plan Checking

Why Does Plan Checking Take Time?

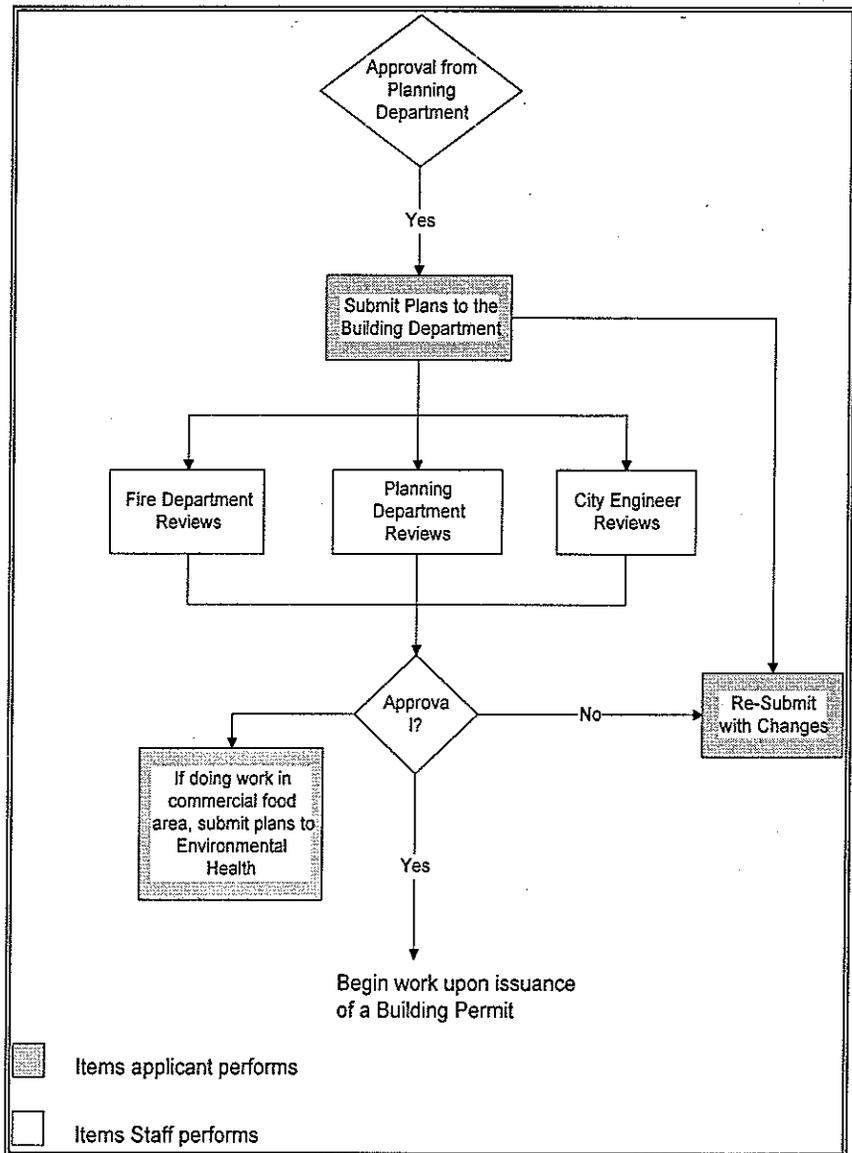
- The great majority of plans submitted for a building permit contain the minimum amount (or somewhat less) of information required to obtain a building permit.
- It is easier to do an adequate plan check if the plans and specifications are adequate, mainly because it is a matter of finding the answer in those plans and specifications to verify CBC and other code compliance.
- Quite often, the plan checker is questioning the adequacy of the information supplied, rather than the accuracy.
- It appears that the most objectionable feature of the Building Department involvement in the construction process is time delay caused by Plan Checking and resolution of code problems before a building permit can be issued. A great deal of this delay is caused, not by the work volume, but the inadequacy of the submittals. To help keep the review/approval time to a minimum, be sure your plans are clear, accurate and adequate.

Guidelines for Plan Checking

City staff is as anxious as you are to get your plans returned to you in a timely manner. All plans are checked in the order that they are received (NO EXCEPTIONS).

- Normal turnaround time for first plan check is 3 to 4 weeks with an additional 2 to 3 weeks if your plans should require recheck or additional documents.
- These times are only averages and may be subject to change depending on the volume of work received by this department.
- The normal plan checking process, at times, can require that your documents be reviewed by four departments, which may take additional time.

Building Department Flow Chart



Building Department Check-Off List

- Receive approval from the Planning Department.
- Submit plans to the Building Department for a Building Permit. The Building Department will check your plans for compliance with the Uniform Building Code and other codes and circulate to other departments for their review and comments.
 - The South County Fire Authority will review your plans to ensure compliance with State and local fire codes.
 - The Planning Department will check your plans to ensure they are in compliance with what was initially approved.
 - The City Engineer may review your plans.
 - The City Geologist may review your plans.
- If you will be doing any work in commercial food prep. area, submit plans and receive approval from the County Health Department
- Begin work upon issuance of a Building Permit.
- After inspection, Building Department signs-off on the final Building Permit and issues a Certificate of Occupancy for commercial construction.

Fire/Life Safety Regulations

Fire/Life Safety Plan Reviews and Inspections

When a new building or structure is constructed, or when an existing building or structure, or portion thereof, is improved, modified, or replaced, the South County Fire Authority's Prevention and Education Division becomes involved in the review of a project's conceptual plans and construction plans, as well as conducting necessary on-site inspections during the construction process.

A document entitled "Developer/Contractor Information Packet" is available free-of-charge from the Fire Authority's Administrative Office, 600 Elm Street/ P.O. Box 3009, San Carlos, CA 94070-1309; (650) 802-4255. This document describes a number of significant local fire/life safety construction requirements.

Firefighters assigned to the Fire Authority's Suppression and Rescue Division and/or Fire Inspectors assigned to the Prevention and Education Division may inspect existing buildings or structures (except one-and-two-family dwellings), or ask responsible parties, thereof, to conduct self-inspections of their buildings or structures, to ensure compliance with State and local fire/life safety regulations.

The South County Fire Authority has adopted the 1997 Uniform Fire Code (UFC) with local amendments. Other codes that are enforced by South County Fire include the State Health and Safety Code, California Building Code, California Fire Code, and applicable portions of the National Fire Code. All applications/plan submittals must conform to these codes.

Fire/Life Safety Permits

If a building or structure is involved with certain quantities of hazardous materials, certain types of hazardous processes or is a place for public assembly, the responsible party of such buildings or structures is required to obtain a State fire code permit through the Fire Authority's Prevention and Education Division at the Administrative Office.

State fire code permits are also required for the erection and use of temporary tents in excess of 200 square feet in area, and temporary canopies in excess of 400 square feet of area. These permits are also available through the Fire Authority's Prevention and Education Division at the Administrative Office.

If you are purchasing an existing commercial/industrial building and the building is more than 5,000 square feet in size, you may be required to install an automatic fire sprinkler system. If you are completing Tenant Improvements to an existing commercial/industrial building, you may be required to install an automatic fire sprinkler system in the area if it is going to be used for a more hazardous use. Verify all fire sprinkler requirements with South County Fire Authority's Prevention and Education Division at (650) 802-4225.

Fire/Life Safety Inspections

South County Fire Authority will inspect your business before the Planning Department can release your zoning clearance, (business registration). The Fire Authority will review the design and use of your building to ensure compliance with all applicable fire prevention regulations. Some of the items they will look for include:

1. Fire extinguishers are installed and serviced. Most businesses are required to have at least one extinguisher with a minimum rating of 2A-10BC be mounted to a wall with the top of the extinguisher not exceeding five feet above the floor. Some business will be required to have more extinguishers or extinguishers with different ratings.
2. An approved key box has been installed on the building. A key box is a steel box mounted to the exterior of a building, which provides easy access to your business in case of an emergency. The business owner is responsible for purchasing and installing the key box. Order forms of the key boxes can be obtained from South County Fire Authority's Administrative Office.
3. Existing sprinkler systems are serviced and maintained. All buildings, which contain an automatic fire sprinkler system, are required to be maintained and serviced on a regular basis. Record forms can be obtained from South County Fire Authority's Administrative Office.
4. Existing fire alarm systems are serviced and maintained. All buildings, which contain an automatic or manual fire alarm system, are required to be maintained and serviced on a regular basis.
5. Illuminated address numbers are mounted on exterior of the building. Address numbers shall be placed on all buildings in such a position as to be plainly visible and legible from the street or road fronting the property. Said numbers shall contrast with their background, shall be a minimum of one-half inch stroke by two and one-half inches high.

For further information about requirements for your particular business, please contact the South County Fire Authority's Prevention and Education Division at (650) 802-4225.

Public Fire Safety Education Material

Public fire safety education materials on a variety of topics are available free-of-charge through the Fire Authority's Administrative Office. Group instruction in the proper use and handling of portable fire extinguishers can also be arranged, without cost, through the Fire Authority's Administrative Office.

Police Regulations

Vehicles on Private Property

You have a right to restrict and/or limit vehicle parking on your private property as determined by local ordinance. According to the State Vehicle Code, however, before you can take any kind of action against unauthorized vehicles parked upon private property, you must post a sign in plain view prohibiting public parking, which includes the phone number of the San Carlos Police Department. For specifications on signage, see the appendix (page 29) or contact the San Carlos Police Department.

- The Vehicle Code authorizes you to remove any vehicles parked upon your property that are not authorized.
- You must first notify the police department that you are going to cause a vehicle to be towed from your lot.
- Once it is towed, you must comply with the requirements of Sections 22852 and 22853 of the California Vehicle Code.
- Be sure to review these code sections before you restrict parking on your private property. You may obtain the complete handout on Vehicles on Private Property by contacting the San Carlos Police Department.

Burglar and Hold up Alarms

The San Carlos Police Department will monitor your alarm 24 hours a day. The most important benefit of the monitoring service is having your alarm system directly connected to the police department. In an emergency situation, it is important that certain information is relayed to the police department immediately. With the monitoring system, dispatchers can utilize this information to process the alarm call quickly. Go online: www.cityofsancarlos.org – city departments – police – Direct Alarm Monitoring System.

Another important benefit is eliminating or reducing the amount of false alarm calls. With the City's monitoring service, the volume of false alarm calls for emergency personnel is decreasing. The dispatchers in the police department are able to process alarm calls more expediently because of the information given to them on the monitoring computer.

Any alarm system in the City of San Carlos requires an alarm permit. Permits and information may be obtained from the San Carlos Police Department at 802-4277.

There is a one-time only fee of \$25.

Other City Requirements

Building Exterior Painting

A series of paint colors has been approved for exterior painting purposes without necessitating obtaining a city permit. Samples of these permissible colors are available at the City's Building Department. Buildings within a P.U.D. (Planned Unit Development) zoning or wishing to utilize other colors must obtain the proper city permits through the Planning Department.

Trash Enclosures

The City Council passed an Ordinance that requires all litter and debris boxes located on property zoned commercial, retail, light industrial, and light manufacturing to be enclosed and screened from view. Each enclosure is subject to Planning approval. This process does involve fee charges for the services.

Property Maintenance

The City of San Carlos enacted a property maintenance ordinance designed to insure that commercial and residential property owners and/or tenants maintain the exterior of their premises. Failure to comply may result in a citation and fine.

Sewer Charges

There is a sanitary sewer connection fee for new residential, retail and office buildings. The fee for new restaurants and some new industries such as plating and electronic-related manufacturing is calculated based on estimated water usage.

Annual sanitary sewer charge rates are set by the City Council every year based on the budget of the South Bayside Sanitary Authority (SBSA) which handles sewer treatment for the City of San Carlos, and on the City budget covering Sewer System operation, maintenance and capital improvement. Contact the Public Works Department to find current charges. The rates are based on water consumption and vary by use.

School Impact Fee

New Commercial and residential buildings or additions to existing commercial and residential buildings will be subject to a School Impact Fee based on a certain amount per square foot. There is a difference between commercial and residential rates. Please contact the Building Department for more information at 802-4261.

Handicapped Access Improvements

If you intend to remodel or make tenant improvements, there are handicap regulations and requirements that may apply to your project. Check with the Building Department for more specific information.

City Directory

The City's website is very thorough and much of the information you desire can be found online: www.cityofsancarlos.org

Economic and Community Development Assistance/Information	802-4209
Business Registration Applications	802-4214
Planning & Zoning Applications	802-4263
Building Permits & Information	802-4261
Fire/Life Safety Plan Reviews, Inspections, and Permits	802-4255
Sewer Charges	802-4203
Mailing Address for City Offices 600 Elm Street, San Carlos, CA 94070	802-4100 (general info)
San Carlos Chamber of Commerce 1500 Laurel Street, Suite B San Carlos, CA 94070	593-1068
San Carlos Police Department (business line)	802-4277
To report a non-emergency crime (communications)	802-4321
Emergency	911

County Regulations & Resources

www.co.sanmateo.ca.us

Fictitious Business Names

Requirements

Pursuant to State Law, all firms operating for profit in San Mateo County (whether located in the incorporated or unincorporated areas of the County) are required to file their Fictitious Business Name Statement (DBA) within 30 days after opening their business.

- A fictitious business name is defined as a name that does not include the surnames of all owners of a business or, in the case of a corporation, does not include the full corporate name.
 - The purpose is to protect any name (that is not the full name) used in conducting a business in the County. (Many banks are now requiring their customers to obtain a business registration prior to approving a business loan or opening a business account.)
 - There is a fee for a filing a fictitious business name. The forms can be obtained from the County Clerk's office located at 555 County Center, Redwood City. They also can be reached at (650) 363-4712. To determine if someone else is already using a business name, phone the Secretary of State's Office of Corporate Status, 916/654-4304.
 - Within 30 days of filing the Fictitious Business Name Statement, you will be required to publish a legal notice of your business name in any local paper of general circulation in San Mateo County once a week for four consecutive weeks.
-

Environmental Health

Selling or Handling Food

If your business involves selling or handling food, you will need to obtain a permit from the Environmental Health Services unit of the County Health Care Services Agency at 650/363-4305. This permit may be obtained after you apply for your business registration.

Storing or Using Chemicals or Flammable/Combustible Liquids

If your business will involve the use or storage of any chemicals or flammable/combustible liquids, you will need to submit a Building permit application from the San Mateo County Environmental Health Department for approval. The City Finance Department will provide you with this form when you apply for your business registration. You should then go to the County for approval and return the signed form to the City Finance Department. The Planning department's approval of your business registration application is contingent upon the county's approval.

Contact Person

The San Mateo County Environmental Health Department office is located at 555 County Center, Redwood City, CA, and can be reached at (650) 363-4305.

Unincorporated Area - Adjacent to San Carlos

If you are operating a business in the unincorporated area of the County adjacent to San Carlos, you will be subject to the building, planning, zoning and fire requirements of San Mateo County. Contact the Zoning Division of the Planning Department at 363-4161 for information and applications. You will be required to provide the Planning Department with your property's parcel number.

County Directory

Fictitious Name Statement	363-4712
Special Services Division, County Clerk's Office	
County Government Center, 555 County Center, Redwood City 94063	363-4500
Environmental Health District Office	363-4305
455 County Center, 4th Floor, Redwood City	
Hours 7 am to 7 pm M-Th	
Unincorporated Area Development	363-4161
San Mateo County Zoning Division	
Browning Ferris Industries (BFI)	592-2411
(Waste Systems)	
P. O. Box 1068, San Carlos, CA 94070	

State Regulations & Resources

www.ca.gov

Sales Tax - Sellers Permit & Resale Number

All businesses, whether resale or wholesale, must obtain a seller's permit from the California State Board of Equalization. The Board has a very useful website at www.boe.ca.gov and forms can be easily downloaded. There is also an Information Center number at 1-800-400-7115.

- The owner must apply in person, or if a partnership one of the partners, or if a corporation, one of the officers (copy of the corporation's articles of incorporation must be brought in at the same time).
- Retail sellers are taxed on their gross receipts.
- The Board issues all sellers a resale number which enables them to buy wholesale without paying sales tax.

Change of Address

You should notify the State Board of Equalization of any change of address. The easiest way to do this is online at www.boe.ca.gov, by letter or by contacting the State Board of Equalization at (415) 356-6600 (San Francisco Office).

State Licenses

In addition to licenses and permits required on the city level, certain professions and selected businesses are required to obtain a State License. Check the State's website at www.ca.gov under Business.

- A few of the more common are auto repair shops, bars, liquor stores, appliance repair shops, contractors, cosmetologists, employment agencies, collection agencies, real estate agents, lawyers, and medical professionals.
- Many of these activities are regulated by additional bureaus or divisions of the California State Consumer Affairs Department. See www.dca.ca.gov. Contact information for these groups is available there or call the Department of Consumer Affairs general information number 1-800-952-5210.

Hiring Employees - State Requirements

Filing a DE-1 Form

There are several State requirements you must meet before hiring employees. You will also be required to file a DE-1 form with the Employment Development Department (EDD), www.edd.ca.gov. After filing, you will be responsible for withholding and payment of State income tax and unemployment insurance. Various state departments will send you the applicable forms for you to fill out (immigration, etc.).

Worker's Compensation

You then must arrange Worker's Compensation Insurance coverage for your employees. This can be done through a State-sponsored plan or your own insurance agents. For more information about these requirements, contact the State Compensation Insurance Fund at (415) 565-1314.

Occupational Safety and Health

Finally, you should familiarize yourself with the Occupational Safety and Health Act, which sets down exact requirements for safety and health standards in places of employment throughout the State. Information can be obtained from the Federal OSHA office or CAL-OSHA Consultant Service. You can contact CAL-OSHA at (415) 573-3812.

State Directory

California has a very helpful website for new businesses: www.ebizcenter.ca.gov that will get you to any of the following sites:

Franchise Tax Board (Form Requests Only) 800-338-0505
www.ftb.ca.gov

State Withholding & Unemployment (Tax Information)
www.edd.ca.gov

State Sales & Use Tax Information
State Board of Equalization www.ftb.ca.gov
121 Spear St. San Francisco 415-356-6600
250 so. 2nd St., San Jose 408-277-1231

Worker's Compensation Information
State Compensation Insurance Fund
www.dir.ca.gov/DWC/dwc_home_page.htm
455 Golden Gate Ave. 9th floor, San Francisco, CA 94102 415-703-4600

Hiring Rules and Assistance
Employment Development Department www.edd.ca.gov 802-5000
271 92nd Street, Daly City

CAL-OSHA www.dir.ca.gov/occupational_safety.html (800) 963-9424

Federal Regulations & Resources

www.usa.gov

Hiring Employees - IRS Requirements

There are several federal and state requirements to meet before you can hire employees. You must file a form SS-4 with the Internal Revenue Service. The IRS will assign an employee identification number to your business. You will then be liable for Federal withholding taxes, FUTA, and FICA. The toll-free number to order the SS-4 is 1-800-829-FORM.

Federal Resource List

Internal Revenue Service www.irs.gov

(415)522-4061

450 Golden Gate Avenue, San Francisco, CA 94102

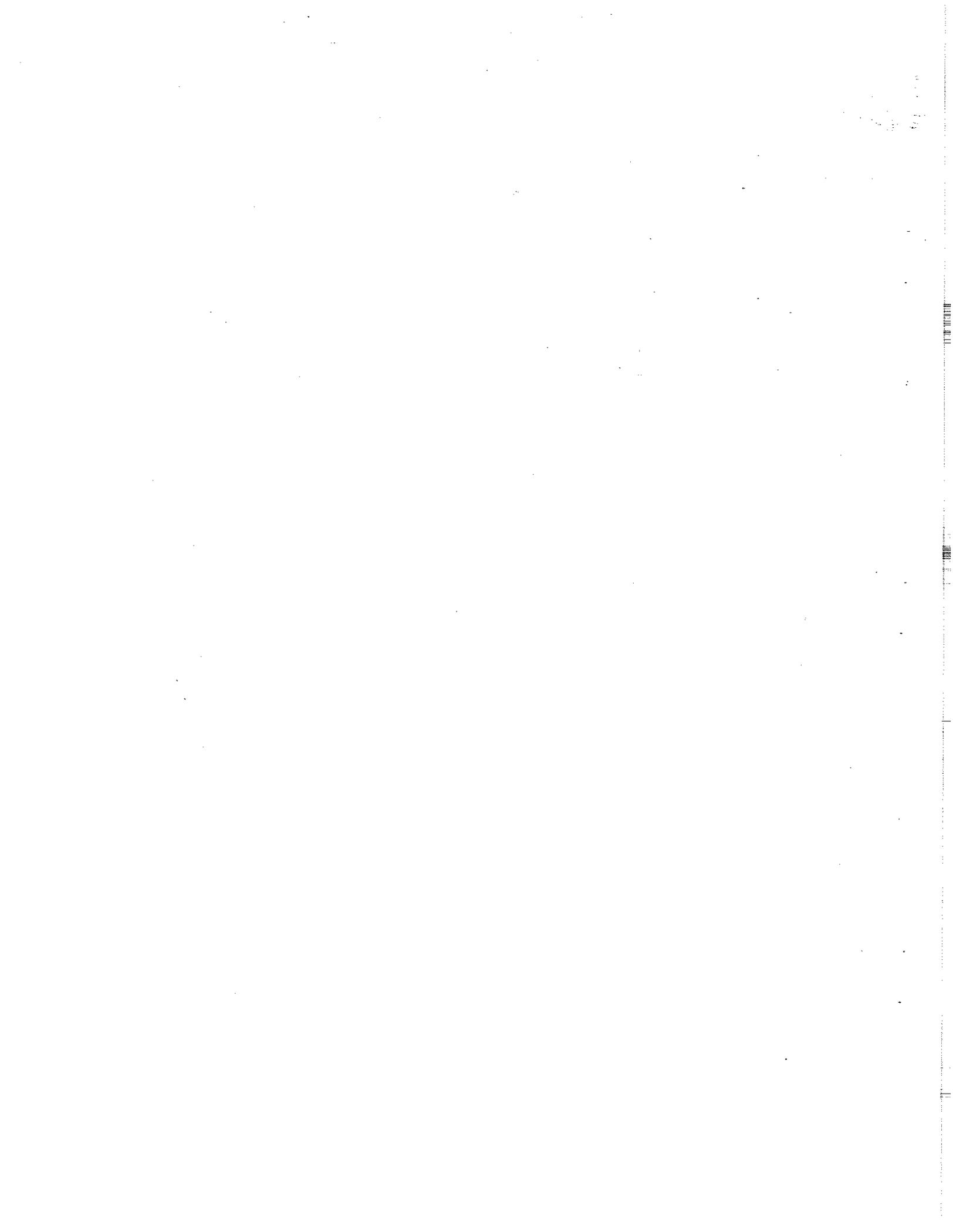
Open 8:30 am to 4:30 pm M-F

Social Security Administration www.ssa.gov

(800) 772-1213

810 Winslow St., Redwood City, CA 94063

Open 9 am to 4 pm M-F



Appendix

Other Resources

SCORE[®]
Counselors to America's Small Business

SCORE Service Corps of Retired Executives

A program of the U.S. Small Business Administration

San Francisco Chapter, 455 Market Street, Suite 600, San Francisco, CA 94105

To make an appointment locally, contact the San Carlos Chamber of Commerce at 650/593-1068

SCORE is a volunteer program of retired businesspersons. Sponsored by the U.S. Small Business Administration, these volunteers offer their skills, knowledge, and experience without fee to small business owners/managers who are experiencing management and operational problems. SCORE volunteers handle "walk-in" or appointment interviews and upon further review may arrange for further assistance at the client's place of business. For information on the workshops, contact the San Francisco SCORE Office at 744-6827. Counseling is available by appointment at the San Carlos Chamber of Commerce (593-1068).

