

## CITY OF SAN PABLO Business Resource Guide

<p><b><u>Business License</u></b> City of San Pablo 1000 Gateway Avenue San Pablo, CA 94806 510-215-3030</p>	<p><b><u>Licensing for Unincorporated Area</u></b> Tax Collectors Office 625 Court Street, Rm 100 Martinez, CA 94553 925-646-4122 <a href="http://www.co.contra-costa.ca.us">www.co.contra-costa.ca.us</a></p>
<p><b><u>Home Occupation, Zoning, Sign Permit</u></b> City of San Pablo, Planning Department 1000 Gateway Avenue San Pablo, CA 94806 510-215-3030</p>	<p><b><u>State Income Tax/Corporation/Federal Income Tax Franchise Tax Board</u></b> 1515 Clay Street, Suite 305 Oakland, CA 94612-1445 (916) 845-4300 or 1-800-338-0505 <b><u>Internal Revenue Service</u></b> 1-800-829-1040</p>
<p><b><u>San Pablo Economic Development Corporation</u></b> 1000 Gateway Avenue San Pablo, CA 94806 510-215-3200</p>	<p><b><u>To File as a Corporation</u></b> Secretary of State Department of Corporations 916-657-5448 or 1-800-400-7115</p>
<p><b><u>Fictitious Business Name Statement</u></b> County Clerk's Office 555 Escobar St. Martinez, CA 94553 925-335-7900 <a href="http://www.co.contra-costa.ca.us">www.co.contra-costa.ca.us</a></p>	<p><b><u>Workers Compensation</u></b> States requires proof of workers comp certificate of insurance or certificate of self-insurance, contact an insurance agent. Not needed if you do not have employees <b><u>Department of Industrial Relations</u></b> 1515 Clay St. 6<sup>th</sup> Floor Oakland, CA 94612 510-622-2861</p>
<p><b><u>Sales &amp; Use/Seller's Permit</u></b> <b><u>Tobacco Retailers, Manufacturers, Import, Distributors (Are required to have a permit)</u></b> CA Dept. of Tax and Fee Administration 1515 Clay St., #303 Oakland, CA 94612 510-622-4100 <a href="http://www.boe.ca.gov">www.boe.ca.gov</a></p>	<p><b><u>Employer Registration</u></b> Employment Development Department <a href="http://www.edd.ca.gov">www.edd.ca.gov</a> <b><u>California Department of Consumer Affairs</u></b> For state permits &amp; licenses contact 1-800-952-5210 <a href="http://www.dca.ca.gov">www.dca.ca.gov</a></p>
<p><b><u>Environmental Health Permit</u></b> Permit required prior to opening &amp; receiving a business license for any business selling/preparing food Environment Health Department 2120 Diamond Blvd. Suite 200 Concord, CA 94520 925-608-5500 <a href="http://www.cchealth.org/eh/">www.cchealth.org/eh/</a></p>	<p><b><u>Small Business Workshops</u></b> Internal Revenue Service/Taxpayers Education 1301 Clay St., Suite 1520 South Tower Oakland, CA 94612 510-637-2473 <b><u>California Massage Therapy Council</u></b> 1-916-669-5336 <a href="mailto:info@camtc.org">info@camtc.org</a></p>
<p><b><u>Fire Protection District</u></b> Contra Costa Fire Protection District 4005 Port Chicago Hwy, Suite 250 Concord, CA 94520-1180 925-941-3300 <a href="http://www.cccfpd.org">www.cccfpd.org</a></p>	<p><b><u>California Bureau of Automobile Repair</u></b> 625 Alfred Nobel Dr., Suite A Hercules, CA 94547 510-964-3030</p>
<p><b><u>Alcohol Beverage License</u></b> Department of Alcohol Beverage Control 1800 Sutter St. Ste. 400 Concord, CA 94520 925-655-5314 <a href="http://www.abc.ca.gov">www.abc.ca.gov</a></p>	<p><b><u>Child Care Licensing &amp; Fingerprinting</u></b> 1515 Clay St, Suite 1102 Oakland, CA 94612 510-622-2602 <a href="http://www.cclcd.ca.gov">www.cclcd.ca.gov</a></p>
<p><b><u>East Bay Small Business Development Center</u></b> Free advisory and training courses 510-885-4801 <a href="https://www.eastbaysbdc.org">https://www.eastbaysbdc.org</a></p>	