



# SAN RAMON BUSINESS RESOURCE AND SUSTAINABILITY GUIDE

HOW TO DO BUSINESS IN SAN RAMON



# START

## YOUR BUSINESS IN SAN RAMON

Starting a new business can be both exciting and challenging. This booklet is designed to guide you through the necessary steps and provide you with a helpful checklist to get started. The City of San Ramon offers a business-friendly environment and actively supports the development of a strong, diverse and vibrant business community. Economic Development & Planning Services are available to help establish and expand your business. You may contact:

Eric Figueroa  
Economic Development Director  
efigueroa@sanramon.ca.gov  
(925) 973.2632

Debbie Chamberlain  
Planning/Community Development Director  
dchamberlain@sanramon.ca.gov  
(925) 973.2566

San Ramon's official City website, [www.sanramon.ca.gov](http://www.sanramon.ca.gov) offers an extensive list of valuable information and business links.



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**CITY OF SAN RAMON**

7000 Bollinger Canyon Rd. · San Ramon, CA 94583 · (925) 973-2500 · Office Hours: Monday – Friday, 8:30 a.m. – 5:00 p.m.  
[info@sanramon.ca.gov](mailto:info@sanramon.ca.gov) · [www.sanramon.ca.gov](http://www.sanramon.ca.gov)

# STEP 1

## DEVELOP A BUSINESS PLAN

A business plan is the first step to starting a successful business. This plan will help you evaluate your idea, estimate costs, and determine the strengths and weaknesses of your proposal. A business plan is usually required to apply for a commercial loan and it will establish a road map for your business future.

### WHO TO CONTACT

#### CONTRA COSTA SMALL BUSINESS DEVELOPMENT CENTER (SBDC)

300 Ellinwood Way, Suite 300  
Pleasant Hill, CA 94523  
(925) 602-6806  
[www.contracostaSBDC.org](http://www.contracostaSBDC.org)

#### U.S. SMALL BUSINESS ADMINISTRATION (SBA)

San Francisco District Office  
455 Market Street, Suite #600  
San Francisco, CA 94105  
(415) 744-6820  
[www.sba.gov](http://www.sba.gov)

#### SERVICE CORPS OF RETIRED EXECUTIVES (SCORE)

492 9th Street, Suite 350  
Oakland, CA 94607  
(510) 273-6611  
[www.eastbayscore.org](http://www.eastbayscore.org)

### HELPFUL HINT: GET HELP

SBDC offers seminars and free one-on-one counseling on all aspects of small business management including business plans, accounting systems, and financing. Contact the Contra Costa County office at (925) 602-6840.

At SCORE, retired business professionals volunteer to provide free counseling to individuals starting small businesses. Contact the local chapter at (510) 273-6611.

U.S. Small Business Administration (SBA) and the Governor's Office of Business and Economic Development (Go-Biz) have excellent websites that provide another level of detail for people starting a business:

#### U.S. SMALL BUSINESS ADMINISTRATION

455 Market Street, Suite #600  
San Francisco, CA 94105  
(415) 744-6820  
[www.sba.gov](http://www.sba.gov)  
[www.sba.gov/starting-business](http://www.sba.gov/starting-business)

#### CALIFORNIA'S GO-BIZ

[www.business.ca.gov/StartaBusiness.aspx](http://www.business.ca.gov/StartaBusiness.aspx)



# STEP 2

## DETERMINE A LEGAL STRUCTURE

It is important to determine the structure of your business for operation and business reporting purposes. Will you operate your business as a sole proprietor, partnership (two or more owners), or corporation (one or more stockholders/officers)? Each business structure has certain advantages and disadvantages in terms of costs, taxation and legal liability.

If you are a sole proprietor, no formation documents are required to be filed with the California Secretary of State's office. It is optional for partnerships to file with the State.

If you are starting a corporation or limited liability company, you must contact the California Secretary of State's Office. They can supply you with all the information and forms you need. You may also want to consult an attorney or tax accountant for more guidance.

### WHO TO CONTACT

#### CALIFORNIA SECRETARY OF STATE – SACRAMENTO OFFICE

1500 11th Street  
Sacramento, CA 95814  
(916) 653-6814  
[www.ss.ca.gov/business-programs](http://www.ss.ca.gov/business-programs)

# STEP 3

## LOCATION, LOCATION, LOCATION

### HELPFUL HINT: CHECK AND CLEAR ZONING REGULATIONS!

Before signing a building/property lease or purchase agreement, contact the City of San Ramon's Planning Services Division to determine the zoning for the site.

Not all spaces are suitable for certain types of business uses. City zoning and building codes exist to protect you and your neighbors from incompatible uses. For example, it may not be safe for a childcare center to be located next door to a chemical manufacturing plant. Zoning and building code restrictions help avoid this potential hazard.

Planning and Building Division staff can also inform you of any reviews, permits, or fees that may be necessary for your proposed location. Certain kinds of businesses may require a use permit and a public hearing in order to comply with the City's zoning regulations. All permit fees are separate and in addition to the business license fee.

Zoned for what you want to do? A new business needs to complete the Zoning Clearance form and get it approved by the Planning Services Division at the Permit Center (2401 Crow Canyon Road, San Ramon) before filling out a Business License form, purchasing property or signing a lease agreement.

For more information or if you cannot find what you are looking for, the staff at the City of San Ramon are eager to help. Feel free to contact them at (925) 973-2560 or via email at [planning@sanramon.ca.gov](mailto:planning@sanramon.ca.gov)

### WHO TO CONTACT

CITY OF SAN RAMON  
PLANNING SERVICES DIVISION  
2401 Crow Canyon Rd  
San Ramon, CA 94583  
(925) 973-2560  
[www.sanramon.ca.gov/plan](http://www.sanramon.ca.gov/plan)

CITY OF SAN RAMON  
BUILDING & SAFETY SERVICES DIVISION  
2401 Crow Canyon Rd  
San Ramon, CA 94583  
(925) 973-2580  
[www.sanramon.ca.gov/bldg](http://www.sanramon.ca.gov/bldg)

# STEP 4

## REGISTER A FICTITIOUS NAME

If you create a name for your business that is different than your own legal name, you need to register the Fictitious Business Name with the Contra Costa County Clerk-Recorder's Office. This step needs to be completed before obtaining a Business License from the City of San Ramon.

Also, public notices announcing your new business name must be posted for four weeks in the local newspaper to complete the registration process.

### WHO TO CONTACT

#### CONTRA COSTA COUNTY CLERK RECORDER'S OFFICE

555 Escobar Street  
Martinez, CA 94553  
(925) 335-7900

[www.contracostacore.us](http://www.contracostacore.us)

#### CONTRA COSTA TIMES EAST BAY TIMES

175 Lennon Lane Suite 100  
Walnut Creek, CA 94598  
(925) 935-2525

[www.eastbaytimes.com/contact-us](http://www.eastbaytimes.com/contact-us)

### HELPFUL HINT: DECIDING ON YOUR NEW BUSINESS NAME

To make sure your business name doesn't conflict with other businesses, you can see if it is already in use within Contra Costa County by checking the online Fictitious Business Name Database.

# STEP 5

## TAX REPORTING

All businesses are required to file both State and Federal tax returns. Many small businesses need an Employers Identification Number (EIN), even if they do not have employees. Businesses may also need a Tax Identification Number (TIN) for tax, employment, and other purposes. Contact the State Franchise Tax Board and the Federal Internal Revenue Service to learn more about specific requirements.

Will you sell a product? The California State Board of Equalization can help you to determine whether you need a Seller's Permit. You may also be required to collect sales tax. To do so, the Board of Equalization will need to issue you a resale number in order to report that sales tax.

Whether self-employed or an employer with one or more employees, you must also pay Social Security taxes.

### WHO TO CONTACT

#### INTERNAL REVENUE SERVICE, OAKLAND OFFICE

1301 Clay Street  
Oakland, CA 94612  
Office (510) 907-5000  
Make Appt. (844) 545-5640

[www.irs.gov](http://www.irs.gov)

#### CALIFORNIA FRANCHISE TAX BOARD

1515 Clay Street, Suite 305  
Oakland, CA 94612  
(800) 852-5711

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

#### STATE BOARD OF EQUALIZATION

1515 Clay Street, Suite 303  
Oakland, CA 94612  
(510) 622-4100

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

#### SOCIAL SECURITY ADMINISTRATION

(800) 777-1213

[www.ssa.gov/employer](http://www.ssa.gov/employer)

#### WORKERS' COMPENSATION

State Compensation Insurance Fund  
(888) 782-8338

[www.statefundca.com](http://www.statefundca.com)

# STEP 6

## APPLY FOR A BUSINESS LICENSE

All individuals, partnerships, corporations, and sole proprietors conducting business in the City of San Ramon are required to have a Business License. This includes personnel dealing with residential and commercial real estate rentals who operate home-based businesses within the City.

Business licenses expire one (1) year from the date that they are issued. Notices are sent to license holders thirty (30) days prior to their annual renewal date.

Working from Home? If you are working from home, or in an area zoned residential, you will need a Home Occupation Permit. For additional information, please see the forms below or contact the Permit Dept.

Need forms? Most of the City's forms can be downloaded at the links below.

### WHO TO CONTACT

#### PERMIT CENTER

2401 Crow Canyon Road  
San Ramon CA 94583  
Monday-Friday, 8:30 am to 5:00 pm  
(925) 973-2574  
[www.sanramon.ca.gov/plan](http://www.sanramon.ca.gov/plan)

#### FINANCE DIVISION

7000 Bollinger Canyon Road  
San Ramon CA 94583  
Monday-Friday, 8:30 am to 5:00 pm  
(925) 973-2609  
<http://www.sanramon.ca.gov/admin/default.htm>

#### FORMS

Business License Flier  
<http://www.sanramon.ca.gov/finance/images/buslicflier.pdf>

Business License Application  
<http://www.sanramon.ca.gov/finance/images/buslic.pdf>

Business License Change Form  
<http://www.sanramon.ca.gov/finance/images/changeform.pdf>

Home Occupation Permit  
<http://www.sanramon.ca.gov/plan/images/hopapplic.pdf>

# STEP 7

## SAN RAMON PERMITS & LICENSES

Your business may require site inspections by the Fire Department and/or Planning Services Division and Building & Safety Services Division as part of your application approval, depending on your business type and/or if you are making improvements to a building. Permit fees may vary depending on the size and location of the project. The permit technicians at the City's Planning & Building Division will be happy to meet with you to discuss your project and provide you with a fee estimate.

### CONSTRUCTION PERMITS

The City of San Ramon issues Construction Permits to ensure construction is safe for occupancy and use. Construction Permits are needed for all new construction additions, alterations, and remodels in San Ramon.

### WHO TO CONTACT

#### PLANNING/COMMUNITY DEVELOPMENT DEPARTMENT

Planning Services Division  
2401 Crow Canyon Road  
San Ramon, CA 94583  
(925) 973-2560  
Fax: (925) 838-3231  
[www.sanramon.ca.gov/plan](http://www.sanramon.ca.gov/plan)

#### ENGINEERING SERVICES DIVISION

2401 Crow Canyon Road  
San Ramon, CA 94583  
(925) 973-2670  
Fax: (925) 838-3937  
[www.sanramon.ca.gov/engr](http://www.sanramon.ca.gov/engr)

## STEP 7: SAN RAMON PERMITS & LICENSES (CONTINUED)

### SIGN PERMITS

If your business would like to display a sign that is visible from the outside of a building, a sign permit is required. The Planning Services Division and Building & Safety Services Division will perform a “Design Review” to ensure your sign complies with the Municipal Code

#### WHO TO CONTACT

##### BUILDING AND SIGN PERMITS

Building & Safety Services Division  
2401 Crow Canyon Rd.  
San Ramon, CA 94583  
(925) 973-2580  
[www.sanramon.ca.gov/bldg](http://www.sanramon.ca.gov/bldg)

### ENCROACHMENT PERMITS

An Encroachment Permit is required for any use of the public sidewalk or right-of-way for such uses like sidewalk seating, merchandise displays, or any work in the public right-of-way during construction.

#### WHO TO CONTACT

##### ENGINEERING SERVICES DIVISION

2401 Crow Canyon Rd.  
San Ramon, CA 94583  
(925) 973-2670  
[www.sanramon.ca.gov/engr](http://www.sanramon.ca.gov/engr)

### FIRE CODE PERMITS

A Fire Code Permit from the Fire Preventive Division is required if you want to conduct specific activities and practices. Use of hazardous substances or material may require additional review and/or permits. Proof of insurance will be required.

#### WHO TO CONTACT

##### SAN RAMON VALLEY FIRE PROTECTION DISTRICT

Fire Prevention Service Division  
1500 Bollinger Canyon Road  
San Ramon, CA 94583  
(925) 838-6600  
[www.firedepartment.org](http://www.firedepartment.org)





# STEP 8

## OTHER AGENCY PERMITS

Depending on the type of business, you may be required to obtain permits or licenses from the following County, State or Federal agencies. Please contact these individual agencies directly.

### CALIFORNIA ALCOHOLIC BEVERAGE CONTROL (ABC) LICENSE

No person may directly or indirectly, on any pretense, sell, barter, charge for possession or otherwise dispose of alcoholic beverages as part of a commercial transaction without having obtained the proper license or permit.

#### WHO TO CONTACT

##### ALCOHOLIC BEVERAGE CONTROL (ABC) CONTRA COSTA COUNTY

District Office  
1515 Clay Street, Suite 2208  
Oakland, CA 94612  
(510) 622-4970  
[oak.direct@abc.ca.gov](mailto:oak.direct@abc.ca.gov)

### SELLER'S PERMIT

Wholesale and retail businesses need to obtain a Seller's Permit from the State Board of Equalization.

#### WHO TO CONTACT

##### CALIFORNIA STATE BOARD OF EQUALIZATION

(800) 400-7115  
[www.boe.ca.gov](http://www.boe.ca.gov)

### HEALTH CERTIFICATE

Restaurants and vendors that prepare and sell food (wholesale or directly to customers) must work from facilities approved by the Contra Costa County Environmental Health Department. Food preparation is limited to certified kitchens. A Cottage Food Operations Permit must be obtained through Contra Costa Health Services. You may wish to consider making arrangements with facilities such as a senior center, church, or commissary if you only need periodic kitchen usage.

#### WHO TO CONTACT

##### CONTRA COSTA COUNTY HEALTH SERVICES

50 Douglas Drive, Suite 310  
Martinez, CA 94553  
(888) 959-9911  
[www.cchealth.org](http://www.cchealth.org)

### SEWAGE DISCHARGE

Every new business in the Central Contra Costa Sanitary District's service area must have their plans reviewed prior to service, and in most cases, prior to submitting for building permits.

#### WHO TO CONTACT

##### CENTRAL CONTRA COSTA SANITARY DISTRICT

5019 Imhoff Place  
Martinez, CA 94553  
(925) 229-7371 (Permit Counter)  
[www.centrsan.org](http://www.centrsan.org)

##### DUBLIN SAN RAMON SERVICES DISTRICT

7051 Dublin Boulevard  
Dublin, CA 94568  
(925) 828-0515  
[www.dsrdsd.com](http://www.dsrdsd.com)

## STEP 8: OTHER AGENCY PERMITS (CONTINUED)

### IMPORT/EXPORT PERMIT

If your business will involve the import or export of product with other countries, you may need to obtain an Import/Export Permit from the United State Customs Service.

#### WHO TO CONTACT

UNITED STATES CUSTOM AND BORDER PROTECTION  
(877) 227-5511  
[www.cbp.gov/contact](http://www.cbp.gov/contact)

### RESTAURANTS, FOOD VENDORS AND SALONS

A health inspection is required for restaurants and food vendors. Contact the Contra Costa Environmental Health Department to arrange for an inspection, or to request information regarding health and environmental safety issues. See the City's website for additional information.  
[cchealth.org/eh/contact-us.php](http://cchealth.org/eh/contact-us.php)

#### WHO TO CONTACT

PUBLIC HEALTH DIVISION  
(925) 313-6712

### RETAIL AND WHOLESALE BUSINESS PERMITS

If your business will involve sales, you will need to obtain a Seller's Permit from the State Board of Equalization.

#### WHO TO CONTACT

STATE BOARD OF EQUALIZATION  
(800) 400-7115  
[www.boe.ca.gov](http://www.boe.ca.gov)

### OTHER PERMITS & LICENSES

To determine what other regional, State, and Federal permits and licenses your business may need, call the State's "CalGOLD Business Permits Made Simple" office.

#### WHO TO CONTACT

CALGOLD BUSINESS PERMITS MADE SIMPLE  
(916) 322-0694  
[www.calgold.ca.gov](http://www.calgold.ca.gov)

### CHILD CARE CENTER OF FAMILY CARE HOME LICENSE

Licensing of all child care centers and family child care homes in California are required and can be obtained through the California Department of Social Services. In addition, large family day care homes with 7-14 children must also obtain from the City of San Ramon a Business License and a Zoning Administrator Permit from the Planning Division that allows this special use in a residence.

#### WHO TO CONTACT

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES  
744 P Street  
Sacramento, CA 95814  
[www.cdss.ca.gov](http://www.cdss.ca.gov)

### CONTRACTOR'S LICENSE

Construction is one of the largest industries in California's diverse economy. The Contractors State License Board (CSLB) receives and processes applications for new licenses, additional classifications, changes of license record, and license renewals. An application for an Original Contractors License can be obtained from any CSLB office, by telephone, or online.

#### WHO TO CONTACT

CONTRACTORS STATE LICENSE BOARD (CSLB)  
(800) 321-2752  
[www.cslb.ca.gov](http://www.cslb.ca.gov)

#### HELPFUL HINT: BECOMING A CONTRACTOR

When testing for your Contractor's License, be sure to study beyond what you need to pass the test. Continue upgrading your skills in your craft and in business matters. Read the educational articles in each issue of the California Licensed Contractor — a free newsletter you will receive when licensed.

Take advantage of other educational opportunities as they arise because by mastering both your craft and your business, you can work toward success!

# STEP 9

## IF YOU HAVE EMPLOYEES

If you hire employees, be sure to register with the California Employment Development Department. They will provide you with the necessary forms and answer any questions you may have regarding your responsibilities. As an employer, the State requires you to do the following:

- Withhold State income tax
- Withhold State disability insurance
- Pay unemployment tax
- Pay for any unemployment training costs

You must also register with the Internal Revenue Service (IRS) in order to receive an Employer Identification Number. The IRS offers many services to new business owners and will provide a package of helpful information explaining the type of forms used and due dates for these forms.

As an employer, you're required to carry worker's compensation insurance. You may obtain this insurance through your own insurance agent or the State Compensation Insurance Fund of California (SCIF). The SCIF is a non-profit, public enterprise fund that operates like a mutual insurance carrier.

### 📱 WHO TO CONTACT

#### EMPLOYMENT DEVELOPMENT DEPARTMENT

Oakland Employment Tax Office  
7677 Oakport Street, Suite 400  
Oakland, CA 94621  
(888) 745-3886  
[www.edd.ca.gov](http://www.edd.ca.gov)

#### STATE COMPENSATION INSURANCE FUND (SCIF)

5880 Owens Drive  
Pleasanton, CA 94588  
(888) 782-8338  
[www.statefundca.com](http://www.statefundca.com)

#### INTERNAL REVENUE SERVICE

Oakland Office  
1301 Clay Street  
Oakland, CA 94612  
(510) 907-5000  
[www.irs.gov](http://www.irs.gov)

#### WORKFORCE DEVELOPMENT BOARD OF CCC

300 Ellinwood Way, 3rd Floor  
Pleasant Hill, CA 94523  
(925) 602-6802  
[www.wdbccc.com](http://www.wdbccc.com)

#### EASTBAY WORKS

4071 Port Chicago Highway, Suite 250  
Concord, CA 94520  
(925) 671-4500  
[www.eastbayworks.com](http://www.eastbayworks.com)



## STEP 9: IF YOU HAVE EMPLOYEES (CONTINUED)

### TRANSPORTATION

#### BAY AREA RAPID TRANSIT DISTRICT

BART – Bay Area provider of rapid transit serving 9 counties  
(510) 465-2278  
Oakland/Berkeley/San Leandro  
[www.bart.gov](http://www.bart.gov)

#### BISHOP RANCH TRANSPORTATION

2600 Camino Ramon #201  
San Ramon, CA 94583  
(925) 830-0101  
[brtc@bishopranch.com](mailto:brtc@bishopranch.com)  
[www.bishopranch.com](http://www.bishopranch.com)

#### COUNTY CONNECTION

Public transit provider for San Ramon Valley  
2477 Arnold Industrial Way  
Concord, CA 94520  
(925) 676-7500  
[www.countyconnection.com](http://www.countyconnection.com)

#### CONTRA COSTA COUNTY COMMUTE PROGRAMS & INCENTIVES

Transportation Division  
2401 Crow Canyon Rd  
San Ramon, CA 94583  
(925) 973-2650  
[www.contracostacentre.com](http://www.contracostacentre.com)

#### ACE ALTAMONT CORRIDOR EXPRESS

949 E. Channel St  
Stockton, CA 95202  
(800) 411-RAIL (7245)  
[www.acerail.com](http://www.acerail.com)

#### BAY AREA AIR QUALITY MANAGEMENT DISTRICT

375 Beale St  
San Francisco, CA 94105  
(415) 749-4900  
[www.baaqmd.gov](http://www.baaqmd.gov)

#### TRAVEL INFORMATION

Bay Area Real Time Traffic Information Line 511  
[www.511.org](http://www.511.org)

### HELPFUL HINT: TRANSPORTATION

Break the Driving Habit! 511 Contra Costa provides free commute incentives for commuters who travel to and from Contra Costa County. [www.511contracosta.org](http://www.511contracosta.org)



# STEP 10

## SUSTAINABILITY RESOURCES

### COMMERCIAL RECYCLING

Recycling for San Ramon businesses is provided in a competitive, open market environment. San Ramon businesses can choose which companies pick up their recyclables. You can recycle by taking materials to a recycling center or by hiring a permitted Commercial Recycling Transporter.

A current list of recycling centers can be found here: [www.sanramon.ca.gov/recycle/redemp.htm](http://www.sanramon.ca.gov/recycle/redemp.htm)

A current list of Commercial Recycling Transporters can be found here: [www.sanramon.ca.gov/commgarb.htm](http://www.sanramon.ca.gov/commgarb.htm)

There is often a charge for commercial recyclables collection service. The City of San Ramon does not set the rates charged by the recycling companies. The City encourages businesses to request price quotes from at least two different companies to ensure that you obtain competitive pricing.

Note that all businesses and public entities in California that subscribe to four or more cubic yards of garbage service per week are required by State law to implement a recycling program. In addition, all businesses that generate four or more cubic yards of organic waste per week are required by State law to arrange for organic waste recycling services. Organic waste includes food scraps, plant debris, and food-soiled paper products.

San Ramon businesses can receive up to one cubic yard per week of mixed recycling (cardboard, paper, bottles, cans) service at no additional charge from Waste Management.

San Ramon businesses can also receive up to 96 gallons per week of organic waste recycling service at no additional charge from Waste Management. Higher levels of organic waste recycling service are available from Waste Management for half the cost of garbage service.

### CONSTRUCTION / DEMOLITION RECYCLING

Applicants for building, remodeling and demolition permits are required to re-use or recycle at least 50% of the construction and demolition debris generated by each of their projects.

#### Who Needs to Complete a Waste Management Plan?

Permit applicants for:

- All complete demolition projects (removal of an entire structure)
- All other projects with a valuation of \$100,000 or more

No permit can be issued for these types of projects until:

1. The permit applicant has submitted a signed Waste Management Plan, and;
2. That plan has been approved and signed by an authorized representative of the City.

The Waste Management Plan and Waste Management Plan Instructions are available on the City website at [www.sanramon.ca.gov/recycle/cnd.html](http://www.sanramon.ca.gov/recycle/cnd.html). Alternatively, you can complete your Waste Management Plan on-line using the Green Halo system at [www.sanramon.wastetracking.com](http://www.sanramon.wastetracking.com)

#### How Do I Comply with the Ordinance?

There are two ways to comply:

1. Select ONE commercial recycling transporter, permitted by the City of San Ramon, to handle all of the debris from the project. A current list of permitted recyclers can be found here: [www.sanramon.ca.gov/commgarb.htm](http://www.sanramon.ca.gov/commgarb.htm); or
2. Manage your own debris, complete a detailed Waste Management Plan, and demonstrate that 50% of the material was recycled through the use of construction/demolition debris recycling facilities that are approved by the City. A current list of approved facilities can be found here: [www.sanramon.ca.gov/recycle/debrisfac.htm](http://www.sanramon.ca.gov/recycle/debrisfac.htm)



## STEP 10: SUSTAINABILITY RESOURCES (CONTINUED)

### MIXED CONSTRUCTION & DEMOLITION DEBRIS RECYCLING FACILITIES

Mixed construction or demolition debris contain more than one major material type (wood, metal, concrete, sheetrock, etc) mixed together. For purposes of compliance with the City of San Ramon's Construction and Demolition Debris Recycling Ordinance, only the following facilities are currently approved for processing of mixed construction or demolition debris:

#### PLEASANTON TRANSFER STATION

3110 Busch Rd., Pleasanton (925) 846-2042

#### PITTSBURG TRANSFER STATION

1300 Loveridge Rd. (925) 473-0180

#### DAVIS STREET TRANSFER STATION

2615 Davis St., San Leandro, (510) 638-2303

#### ZANKER ROAD LANDFILL

675 Los Esteros Rd., San Jose (408) 263-2385

#### VASCO ROAD LANDFILL

4001 N. Vasco Rd. Livermore (925) 447-0491

The City will consider requests to approve additional mixed construction/demolition debris recycling facilities if they can demonstrate a consistent, average recovery rate of 50% or more. You must be able to demonstrate that your materials were taken to the C&D recycling area of a facility and not the disposal area.

### SOURCE SEPARATED CONSTRUCTION & DEMOLITION DEBRIS RE-USE & RECYCLING FACILITIES

Source separated refers to materials that are separated at the jobsite into major categories (wood, metal, concrete, sheetrock, etc.). There are many local re-use and recycling facilities that can accept source separated construction/demolition materials. The City will only verify the recovery at these facilities on an as-needed basis.

The Contra Costa Builder's Guide to Reuse and Recycling is a directory that was developed to help Bay Area builders, contractors, and residents reuse and recycle construction and demolition materials. It is also available in hard copy at the Planning Department permit counter.

The following web sites contain up-to-date searchable databases of recycling facilities.

- [www.recyclesmart.org](http://www.recyclesmart.org)
- [CCCounty.us/depart/cd/recycle](http://CCCounty.us/depart/cd/recycle)
- [Stopwaste.org](http://Stopwaste.org)

### ELECTRONIC WASTE AND RECYCLING

The following is a list of local recycling opportunities to properly dispose of your electronic waste:

- Residents can recycle electronics through San Ramon's On-Call Door-to-Door Household Hazardous Waste program. Please call 1-800HHW-PKUP (800-449-7587) or visit [www.curbsideinc.com](http://www.curbsideinc.com) to schedule a pick up.
- eWasteDirect, Inc. 877-437-9558 - offers collection of electronics from residents and businesses.
- Curbside customers can set out electronics for free collection during the three Special Clean-Up Days they receive each year.

For additional local recycling/reuse options available visit [www.recyclewhere.org](http://www.recyclewhere.org)



# OTHER RESOURCES

## BUSINESS RESOURCES

### WHO TO CONTACT

Get Involved with the Business Community!

#### SAN RAMON CHAMBER OF COMMERCE

2410 Camino Ramon, Suite 125  
San Ramon, CA 94583  
(925) 242-0600  
Email: [info@sanramon.org](mailto:info@sanramon.org)  
[www.sanramon.org](http://www.sanramon.org)

#### SMALL BUSINESS DEVELOPMENT CENTER (SBDC)

300 Ellinwood Way, Suite 300  
Pleasant Hill, CA 94523  
(925) 602-6806  
Email: [info@contracostasbdc.com](mailto:info@contracostasbdc.com)  
[www.contracostaSBDC.com](http://www.contracostaSBDC.com)

#### SBA

San Francisco District Office  
455 Market Street, Suite #600  
San Francisco, CA 94105  
(415) 744-6820  
[www.sba.gov](http://www.sba.gov)

Here are additional things to keep in mind when doing business in San Ramon and as your business grows:

#### FOOD SERVICE TECHNOLOGY CENTER

The Leader in Commercial Kitchen Energy Efficiency  
12949 Alcosta Blvd. Suite 101, San Ramon  
(925) 866-2844  
[www.fishnick.com](http://www.fishnick.com)

The Food Service Technology Center (FSTC) is a free resource that can help your favorite local restaurants cut energy and water costs. We will be offering live test demonstrations and tours of the lab.

## LEED

LEED (Leadership in Energy and Environmental Design) is helping to deliver energy and water efficient, healthy, environmentally-friendly cost saving buildings, homes and communities. If you're serious about saving money, conserving energy, reducing water consumption, improving indoor air quality, making better building material choices, and driving innovation, then LEED is the best choice.  
[www.usgbc.org/leed](http://www.usgbc.org/leed)

## MORE USEFUL INFORMATION

The City's Smoking Ordinance prohibits smoking in public spaces including dining areas. Smoking is also prohibited in all indoor and outdoor areas of employment including owner-operated businesses open to the public and all vehicles used as a worksite (taxis, tractors, trucks, etc.). For more information, visit [www.sanramon.ca.gov](http://www.sanramon.ca.gov).

### HELPFUL HINT: SPARING THE AIR

The Bay Area Air Quality Management District's Compliance Assistance Program provides assistance to Bay Area business owners to aid their efforts to reduce emissions and comply with District regulations. For more information, contact the Compliance Assistance Hotline at (415) 749-4999 or visit [www.baaqmd.gov](http://www.baaqmd.gov).

## OTHER RESOURCES (CONTINUED)

### UTILITIES

#### GAS & ELECTRIC

Pacific Gas & Electric (PG&E) (800) 743-5000  
CA Public Utilities Commission Consumer  
Affairs Division (800) 649-7570

#### SEWER

Contra Costa Central Sanitary District (CCCSD)  
(925) 229-7371  
Dublin San Ramon Services District (DSRSD)  
(925) 828-0515

#### WATER

East Bay Municipal Utility District (EBMUD)  
(866) 403-2683  
Dublin San Ramon Services District (DSRSD)  
(925) 828-0515

### AFFORDABLE HOUSING SITES

The City of San Ramon offers a number of affordable housing programs and a list of affordable housing sites. More information can be found at [www.sanramon.gov/housing/defi.html](http://www.sanramon.gov/housing/defi.html) or by contacting the City of San Ramon Planning Department at (925) 973-2560 or email [planning@sanramon.ca.gov](mailto:planning@sanramon.ca.gov).

### EDUCATION OPPORTUNITIES

#### DIABLO VALLEY COLLEGE

San Ramon Valley Campus  
1690 Watermill Road  
San Ramon, CA 94582  
(925) 866-1822  
[dvc.edu](http://dvc.edu)

#### UC DAVIS, GRADUATE SCHOOL OF MANAGEMENT

SF Bay Campus  
Bishop Ranch 15  
12647 Alcosta Boulevard  
San Ramon, CA 94583  
(925) 543-8075  
[www.gsm.ucdavis.edu](http://www.gsm.ucdavis.edu)

#### ST. MARY'S COLLEGE OF CALIFORNIA

San Ramon Valley Conference Center  
3301 Crow Canyon Road  
San Ramon, CA 94583  
[www.stmarysMBA.com](http://www.stmarysMBA.com)

#### LIBRARIES

San Ramon Library  
100 Montgomery Street  
San Ramon, CA 94583  
(925) 973-2850  
[www.ccclib.org](http://www.ccclib.org)

Dougherty Station Library  
Bollinger Canyon Road  
San Ramon, CA 94582  
(925) 973-3380  
[www.ccclib.org](http://www.ccclib.org)



## OTHER RESOURCES (CONTINUED)

### BOOK A VENUE: A BUSINESS PARTNERS' TRAVEL GUIDE

In addition to private facilities, the City of San Ramon has several rental spaces available for your company's next social or business event. For more information, go to: [www.SanRamonVenues.com](http://www.SanRamonVenues.com) or call (925) 973-3200.

#### CITY FACILITIES

##### CITY OF SAN RAMON COMMUNITY CENTERS AND PERFORMING ARTS CENTER

(925) 973-3200

[www.SanRamonVenues.com](http://www.SanRamonVenues.com) or

[www.SanRamonPerformingArts.com](http://www.SanRamonPerformingArts.com)

From small classrooms to a 600 seat theater, space is available for workshops, seminars, regional meetings and conferences.

#### DISCOVER SAN RAMON AS THE HOTEL PARTNER

##### COURTYARD BY MARRIOTT

18090 San Ramon Valley Boulevard

(925) 866-2900

[www.marriott.com](http://www.marriott.com)

Three meeting rooms can accommodate up to 40 people.

##### RESIDENCE INN

1071 Market Place

(925) 277-9292

[www.residenceinn.com](http://www.residenceinn.com)

One meeting room can accommodate up to 40 people.

##### SAN RAMON MARRIOTT

2600 Bishop Drive

(925) 867-9200

[www.marriott.com/OAKSR](http://www.marriott.com/OAKSR)

Largest ballroom in the Tri-Valley area with flexible indoor and outdoor meeting spaces to accommodate large personal and corporate events.



#### OTHER VENUES

##### ROUNDHOUSE MARKET AND CONFERENCE CENTER

2600 Camino Ramon

San Ramon, CA 94583

(925) 968-4414

[www.roundhouse-sr.com](http://www.roundhouse-sr.com)

The Bay Area's new destination for conferences and private events. With conference rooms for eight to an auditorium for 300. Our state-of-the-art sound and visual technologies means seamless, successful meetings every time. In-house catering is available for all events and is flexible enough to meet the needs of any gathering. Roundhouse is the perfect place for a small or large event.

##### THE BRIDGES GOLF CLUB

9000 S. Gale Ridge Road

(925) 735-4253

[www.thebridgesgolf.com](http://www.thebridgesgolf.com)

##### CANYON VIEW DINING HALL

680 Bollinger Canyon Way

(925) 968-1500

[www.thecanyonview.com](http://www.thecanyonview.com)

##### EXTENDED STAY AMERICA SAN RAMON

Bishop Ranch - West on San Ramon Valley Blvd

18000 San Ramon Valley Blvd, San Ramon

(925) 277-0833

Bishop Ranch - East on Camino Ramon

2100 Camino Ramon, San Ramon

(925) 242-0991

##### HYATT HOUSE

2323 San Ramon Valley Blvd.

(925)743-1882

[www.hyatthouse.com](http://www.hyatthouse.com)

##### WEDGEWOOD WEDDING & BANQUET CENTER

(925) 392-7643

[www.wedgewoodbanquet.com](http://www.wedgewoodbanquet.com)

##### THE RANCH OF LITTLE HILLS

18013 Bollinger Canyon Road

(925)837-8158

[www.theranchatlittlehills.com](http://www.theranchatlittlehills.com)

# SHOP SAN RAMON FIRST



When you Shop San Ramon First, sales tax dollars stay here to support your favorite recreational facilities, resurfacing roads, and fire & police services. Shopping, dining, service and entertainment purchases contribute to your hometown. Be Local. Buy Local.

Own a business in San Ramon? Upon purchase or renewal of your required San Ramon Business License, you will be provided information on how to advertise your business FREE on the Shop San Ramon First website. Instructions for self-enrollment using our new, easy to use software will be included. Customers will be able to view your ads to locate businesses in San Ramon. Remember, BE LOCAL, BUY LOCAL. Shop San Ramon First and keep your sales tax dollars working in your City.

Visit [ShopSanRamonFirst.com](http://ShopSanRamonFirst.com)





## CITY OF SAN RAMON

7000 Bollinger Canyon Rd. · San Ramon, CA 94583 · (925) 973-2500 · Office Hours: Monday – Friday, 8:30 a.m. – 5:00 p.m.  
[info@sanramon.ca.gov](mailto:info@sanramon.ca.gov) · [www.sanramon.ca.gov](http://www.sanramon.ca.gov)