

SAN RAMON BUSINESS RESOURCE AND SUSTAINABILITY GUIDE

HOW TO DO BUSINESS IN SAN RAMON



The City of 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. City staff is available to help establish and expand your business.

San Ramon's official City website, www.sanramon.ca.gov offers an extensive list of valuable information and business links.

STEP-BY-STEP

STEP 1 DEVELOP A BUSINESS PLAN

STEP 2 DETERMINE YOUR LEGAL STRUCTURE

STEP 3 LOCATION, LOCATION, LOCATION

STEP 4 REGISTER A FICTITIOUS NAME

STEP 5 TAX REPORTING

STEP 6 APPLY FOR A BUSINESS LICENSE

STEP 7 SAN RAMON PERMITS & LICENSES

STEP 8 OTHER AGENCY PERMITS

STEP 9 IF YOU HAVE EMPLOYEES

STEP10 SUSTAINABILITY AND OTHER RESOURCES



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
925-602-6840
www.contracostaSBDC.com

U.S. SMALL BUSINESS ADMINISTRATION (SBA)

San Francisco District Office
455 Market Street, Sixth Floor
San Francisco, CA 94105
(415) 744-6820
www.sba.gov

SERVICE CORPS OF RETIRED EXECUTIVES (SCORE)

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

The City of San Ramon's website includes demographics information and resources to help develop your business.

www.sanramon.ca.gov

💡 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, Sixth Floor
San Francisco, CA 94105
(415) 744-6820
www.sba.gov

www.sba.gov/category/navigation-structure/starting-managing-business

CALIFORNIA'S GO-BIZ

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 945814
(916) 653-6814
www.ss.ca.gov/business

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

📱 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

Building & Safety Services Division
2401 Crow Canyon Rd
San Ramon, CA 94583
(925) 973-2580

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.ccclerkrec.us

CONTRA COSTA TIMES SAN RAMON VALLEY TIMES

2640 Shadelands Drive
Walnut Creek, CA 94598
(925) 935-2525
www.contracostatimes.com/contact-us

💡 HELPFUL HINT: DECIDING 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 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
(510) 637-2487
(800) 829-1040
www.irs.gov

CALIFORNIA FRANCHISE TAX BOARD

1515 Clay Street, Suite 305
Oakland, CA 94612
(800) 852-5711
www.ftb.ca.gov

STATE BOARD OF EQUALIZATION

1515 Clay Street, Suite 303
Oakland, CA 94612
(510) 622-4100
www.boe.ca.gov

SOCIAL SECURITY ADMINISTRATION

(800) 777-1213
www.ssa.gov/employer

WORKERS' COMPENSATION

State Compensation Insurance Fund
(888) 782-8338
www.statefundca.com

STEP 6

APPLY FOR A BUSINESS LICENSE

All individuals, partnerships, corporation, 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.

Businesses 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 Center.

Need forms? Most of the City's forms (listed below) are downloadable from the City's Finance Division website.

📱 WHO TO CONTACT

FINANCE DIVISION

2226 Camino Ramon
San Ramon, CA 94583
Monday – Friday, 8:30 a.m. – 5:30 p.m.
(925) 973-2609
www.sanramon.ca.gov/finance/buslic.htm

FINANCE DIVISION FORMS:

- General Business License Application
- Contractors Business License Application
- Business License Renewal
- Business License Fee Schedule
- Business License Municipal Code Section

PERMIT CENTER

2401 Crow Canyon Road
San Ramon, CA 94583
Monday–Friday, 8:30 a.m. – 5:30 p.m.
(925) 973-2560
www.sanramon.ca.gov/plan

PERMIT CENTER FORMS

- Zoning Clearance Form
- Home Occupation Permit Application
- Sign Permit Application
- Construction Permit Application



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

Construction Permits are how 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) 838-8231
www.sanramon.ca.gov/plan

BUILDING AND SIGN PERMITS

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

SIGN PERMITS

If your business would like to display a sign that is visible from outside 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

ENCROACHMENT PERMITS

An encroachment permit is required for any use of the public sidewalk or right of way for such uses like sidewalk seating or merchandise displays. 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

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.



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.

WHO TO CONTACT

ALCOHOL BEVERAGE CONTROL (ABC) CONTRA COSTA COUNTY

District Office
1515 Clay Street, Suite 2208
Oakland, CA 94612
(510) 622-4970
www.abc.ca.gov

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.

SELLER'S PERMIT

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

CALIFORNIA STATE BOARD OF EQUALIZATION

(800) 400-7115
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 food cottage 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.

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.

CENTRAL CONTRA COSTA SANITARY DISTRICT

5019 Imhoff Place
Martinez, CA 94553
(925) 229-7371 (Permit Counter)
www.centrsan.org

DUBLIN SAN RAMON SERVICES DISTRICT

7051 Dublin Boulevard
Dublin, CA 94568
(925) 828-0514
www.dsrsd.com

UNITED STATES CUSTOM SERVICES

(415) 782-9200
www.cbp.gov/trade

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.

CONTRA COSTA COUNTY HEALTH SERVICES

50 Douglas Drive
Martinez, CA 94553
(888) 959-9911
www.cchealth.org



STEP 8: OTHER AGENCY PERMITS (CONTINUED)

📱 WHO TO CONTACT

RESTAURANTS, FOOD VENDORS AND SALONS

A health inspection is required for restaurants and food vendors. Contact the Contra Costa County Health Environmental Department to arrange for an inspection, or to request information advice regarding health and environmental safety issues. See the City's website for additional information.

STATE BOARD OF EQUALIZATION

(510) 622-4100
www.boe.ca.gov

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.

CALGOLD BUSINESS PERMITS MADE SIMPLE

(916) 322-0694
www.calgold.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.

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

1515 Clay Street, Suite 500
Oakland, CA 94612
(510) 622-2602
www.dss.cahwnet.gov

CHILD CARE CENTER OF FAMILY CARE HOME LICENSE

Licensing of all child care center and family child care homes in California is required and can be obtained through the California Department of Social Services. In addition, large family day care homes with 9–14 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.

CONTRACTORS STATE LICENSE BOARD (CSLB)

(800) 321-2752
www.cslb.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.

💡 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 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
7700 Edgewater Drive, Suite 100
Oakland, CA 94621
(888) 745-3886
www.edd.ca.gov

INTERNAL REVENUE SERVICE

Oakland Office
1301 Clay Street
Oakland, CA 94612
(510) 637-2487
www.irs.gov

EMPLOYMENT

www.TriValleyJobs.com

STATE COMPENSATION INSURANCE FUND (SCIF)

5880 Owens Drive
Pleasanton, CA 94588
(925) 523-5200
www.scif.com

WORKFORCE DEVELOPMENT BOARD OF CCC

300 Ellinwood Way, 3rd Floor
Pleasant Hill, CA 94523
(925) 602-6800
www.wdbccc.com

EASTBAY WORKS

4071 Port Chicago Highway, Suite 250
Concord, CA 94520
(925) 671-4500
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
(925) 676-2278
www.bart.gov

BISHOP RANCH TRANSPORTATION
One Annabel Lane, Suite 205
San Ramon, CA 94583
(925) 830-0101
brtc@bishopranch.com
www.bishopranch.com

COUNTY CONNECTION
Public transit provider for San Ramon Valley
(925) 676-7500
www.cccta.org

**CONTRA COSTA COUNTY
COMMUTE PROGRAMS & INCENTIVES**
Transportation Division
2401 Crow Canyon Rd
San Ramon, CA 94583
(925) 973-2655
damaral@sanramon.com.gov

ACE ALTAMONT CORRIDOR EXPRESS
www.acerail.com

BAY AREA AIR QUALITY MANAGEMENT DISTRICT
www.baaqmd.gov

TRAVEL INFORMATION
Bay Area Real Time Traffic Information Line 511
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

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

A current list of Commercial Recycling Transporters can be found here: www.sanramon.ca.gov/biz-recycle.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.

Commercial garbage collection in San Ramon is provided by Waste Management. They can be reached at (925) 837-3356

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

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/biz-recycle.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



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., (925) 846-2042

PITTSBURG TRANSFER STATION

1300 Loveridge Rd. (925) 473-0180

DAVIS STREET TRANSFER STATION

2615 Davis St., San Leandro, (510) 563-4210

ZANKER ROAD LANDFILL

675 Los Esteros Rd., San Jose (408) 263-2384

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.

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.Wastediversion.org
- www.CCCrecycle.org
- www.Stopwaste.org

RESIDENTIAL RECYCLING

Residential recyclables collection services in San Ramon are provided by Waste Management, Inc.

If you need to:

- Start service
- Report a missed pick-up or any other service problem
- Request motor oil recycling jugs or motor oil filter recycling bags
- Replace or repair a cart
- Change your cart size
- Resolve a billing issue
- Obtain general program information

Please contact:

WASTE MANAGEMENT, INC.

(925) 837-3356

Monday-Friday 7:00 a.m. to 5:00 p.m.

e-mail: wmac@wm.com

The City of San Ramon has a contract with Waste Management to provide these services. To lodge a complaint about Waste Management, or if you are not satisfied with Waste Management's services, please contact the City of San Ramon's Solid Waste and Recycling Program Manager, David Krueger at (925) 973-2824 or Dkrueger@sanramon.ca.gov.

Missed pick-ups reported by 3:00 p.m. on a work day will be collected by the end of that day. Missed pick-ups reported after 3:00 p.m. will be collected by the end of the next work day. Requests for cart repair, replacement, or exchange will be completed within 3 working days of notification.

CURBSIDE COLLECTION

Single family-homes and those condominiums and townhomes with individual cart service receive weekly curbside collection of garbage, recyclables, yard trimmings and used motor oil. All materials are collected on the same day of the week. Collection hours are 5:30 a.m. through 7:00 p.m. Residents should place all materials at the curb before 5:30 a.m. on their regular service day.

The carts should be placed squarely facing the street without blocking the sidewalk, and allow 2-3 feet of clearance on all sides so that the automated truck arms can pick them up. Used motor oil jugs and bagged oil filters may be placed at the curb next to the carts. Cardboard boxes which do not fit in your recycling cart may be flattened and set out next to your recycling cart.

Residents with disabilities may request side yard recyclables collection service at no additional charge.

WHAT TO RECYCLE

- Cardboard: flattened, non-waxed
- Paper: newspapers, junk mail, office paper, magazines, catalogs, phone books, paper bags, paper egg cartons, drink boxes, cereal boxes, and shoe boxes
- Cans: aluminum, steel, and empty aerosol cans
- Glass: bottles and jars
- Plastic containers: plastic bottles, jugs, and tubs
- Plastic bags: grocery, produce, dry cleaning, bread bags, bubble wrap, film plastic

HOW TO RECYCLE

- Place all recyclables (except for used motor oil and oil filters) mixed together into your recycling cart. Waste Management will take them to a recycling facility for separation and processing
- Place plastic bags and film plastics into a plastic bag and tie it shut (Bag-a-Bag)
- Leave all other recyclables loose, do not place them into plastic bags or tie them with twine
- Empty and scrape out or rinse containers. No need to wash them or remove labels
- Remove lids, caps, corks, and straws
- No need to remove envelope windows, staples, or paperclips from paper
- All items (except for cardboard, motor oil, and oil filters) must fit in your recycling cart

WHAT NOT TO RECYCLE

- Waxed cardboard
- Drinking glasses, window glass, plate glass, light bulbs
- Ceramic dishes and cups
- Styrofoam
- Plastics that are not bottles/jugs/tubs or bags/film
- Wet garbage, food, diapers

Restricted Items: Hypodermic needles, knives, sharp objects, chemicals, **batteries**, pressurized canisters (propane, butane, helium), or any type of **hazardous waste**. REMEMBER: People will be sorting and handling your recyclables at the recycling facility, please keep their safety in mind.

CARDBOARD RECYCLING

Always cut and flatten cardboard to fit loosely inside of your recycling cart with the lid closed. If the cart is too full to hold the cardboard, you may lean flattened pieces of cardboard against the outside of your recycling cart for collection. Alternatively, you may recycle cardboard on one of your three Special Clean Up Days each year, or at a local Recycling Center.

USED MOTOR OIL AND USED MOTOR OIL FILTER RECYCLING

To recycle your used motor oil and used motor oil filters:

1. Contact Waste Management at (925) 837-3356 or WMAC@wm.com to request delivery of up to four Waste Management used motor oil jugs (with secure lids) and a bag for used oil filters.
2. Set out full jugs and bags at curbside on your regular garbage and recycling collection day. Use only the jugs and bags provided by Waste Management. Do not place the full jugs and bags in your recycling cart.
3. Place no more than two oil filters inside one Waste Management oil filter bag at curbside and your driver will collect them and leave an empty bag.
4. Place up to four full Waste Management oil jugs at the curbside and your driver will collect them and replace them with an equal number of empty jugs.



STEP 10: SUSTAINABILITY RESOURCES (CONTINUED)

RESIDENTIAL RECYCLING (CONTINUED)

ORGANICS RECYCLING (FOR RESIDENTS ONLY)

What to Recycle in your Yard Trimmings & Food Scraps Cart

All food products: Fruit, vegetables, breads, cereal, baked goods, rice, pasta, potatoes, dairy, butter, cheese, eggs, yogurt, meat, poultry, fish, seafood, bones, nuts, coffee grounds, tea bags, peels, pits, shells, husks, compostable “plastic” bags made from agricultural products..

Food Soiled Paper Products: Paper towels, plates, cups, cup holders, napkins, pizza boxes, bags, lunch sacks, sandwich wrappers, burger boxes, take-out containers, popcorn bags, egg cartons, ice cream/milk/juice cartons, straw covers, coffee filters, soiled newspaper and grocery bags.

Yard Trimmings: plants, grass, leaves, pine needles, weeds, flowers, twigs, branches, roots, vines, stalks, Christmas trees (cut to fit into the cart.)

Clean Wood: Clean (no paint, no stain, no coating) lumber, pallets, crates, sawdust, chop sticks, tooth picks, skewers.

What NOT to Recycle in your Yard Trimmings & Food Scraps Cart

Plastic, Glass, Metal, & Ceramics: Plastic bags, other plastics, pipes, Styrofoam, ketchup/sauce packets, wire, dishes, utensils, straws, flower pots, lawn furniture, pet toys, tennis balls, hoses, Christmas tree lights, tinsel, ornaments, flocking, or metal/plastic stands.

Inert Materials: rock, concrete, asphalt, soil, sod.

Non-Recyclable Organic Materials: pet waste, yucca, palm, cactus, painted/stained/coated wood, pressure-treated wood, liquids, and yard trimmings that are too large to fit in the cart with the lid closed.

How to Recycle Yard Trimmings & Food Scraps: Place all items loose in your yard trimmings cart. Do not place in plastic bags or tie with twine. The cart lid must close. Do not overload the cart so that the contents spill during collection or compact them such that they become stuck in the cart.

WASTE MANAGEMENT HOLIDAY SCHEDULE

Garbage and recycling collection in San Ramon through Waste Management does not occur on the following holidays: Thanksgiving Day, Christmas Day, and New Year's Day.

If your service falls on or after these holidays, your pickup will occur one day later through Saturday of that week.

RECYCLING UPGRADE

If you regularly overfill your 64-gallon recycling cart, you may trade it in for a 96-gallon cart at no extra charge.

If you have any questions or comments please contact David Krueger, Solid Waste and Recycling Program Manager at (925) 973-2824 or Dkrueger@sanramon.ca.gov.

RESIDENTIAL RECYCLING CENTERS

BEVERAGE CONTAINERS

Below are two local recycling centers that pay cash refunds for beverage containers with California Redemption Value:

NEXCYCLE

Safeway Parking Lot
2505 San Ramon Valley Boulevard, San Ramon
(Cross street, Crow Canyon Rd.)
(800) 969-2020
www.NexcycleCalifornia.com

rePLANET

7333 Regional St., Dublin
(Cross street, Amador Valley Blvd.)
www.rePLANETUSA.com

To locate additional local redemption centers, visit www.bottlesandcans.com. This website also has information regarding which containers have redemption value, and how much they are worth. Note that these redemption centers are private businesses, permitted by the State of California, and are not affiliated with the City of San Ramon.

CARDBOARD, YARD TRIMMINGS, AND WOOD

The nearest recycling centers that accept cardboard, yard trimmings, and clean wood are the **Pleasanton Transfer Station** and the **Walnut Creek Recycling Center**. Both facilities charge a fee to accept yard trimmings and wood.

OTHER MATERIALS

For additional local recycling/reuse options available visit:

- www.Wastediversion.org
- www.CCCrecycle.org
- www.Stopwaste.org

These web sites contain up-to-date databases that let you search for recycling options by type of material (metal, concrete, clothing, etc.)

ELECTRONIC WASTE AND RECYCLING

UNIVERSAL WASTE

It is illegal to dispose of universal waste with regular trash. Universal waste includes household batteries, fluorescent bulbs, mercury thermometers and many electronic devices (including but not necessarily limited to: computers, printers, microwave ovens, VCRs, radios, cordless telephones, cellular telephones and answering machines). To find private companies who will recycle your universal waste (pick up or drop off), please see www.cccrecycle.org.

E-WASTE RECYCLING & DISPOSAL FACILITIES

Remember, it is illegal to dispose of cathode ray tubes (“CRTs”) (include televisions and monitors) with your household garbage and recyclables. Following is a select list of local recycling opportunities to properly dispose of your electronic waste:

ON-CALL CURBSIDE COLLECTION:

eWasteDirect, Inc. (877) 437-9558
FREE E-waste pick-up with a five item minimum.

San Ramon residents can also call **Valley Waste Management** at (925) 837-3356 to have computer monitors and televisions collected at the curb **for a fee**. Residential curbside customers can set out electronics for free collection during the three **Special Clean-Up Days** they receive each year.

SAN RAMON ELECTRONIC RECYCLERS

We recommend that you call before you haul to confirm location, hours, charges, and acceptable materials.

RECYCLE FOR BREAST CANCER

(800) 315-9580
31 Beta Ct., Suite C, San Ramon, 94583
www.RecycleForBreastCancer.org
Non-profit electronics recycling organization. FREE.
Open Monday - Saturday 9:30am – 4:30 p.m.. Closed on Sunday.
No appointments necessary.

EWASTE DIRECT, INC.,

(877) 437-9558
www.eWasteDirect.com
eWasteDirect, Inc. Call to schedule a pick-up.



STEP 10: SUSTAINABILITY RESOURCES (CONTINUED)

HOUSEHOLD HAZARDOUS WASTE (FOR RESIDENTS ONLY)

AT YOUR DOOR SPECIAL COLLECTION

On-Call Door-to-Door Household Hazardous Waste Collection Program. A service provided by WM Curbside LLC, a wholly owned subsidiary of Waste Management.

San Ramon residents can have their household hazardous waste collected from their doorsteps as many times as needed, any time of the year, at no additional charge. This program is available to all San Ramon residents in single-family homes, apartments, condos, and townhomes.

Items collected through this program include:

- Chemicals including paints, pesticides, automotive products and cleaners
- Universal waste including batteries, fluorescent light bulbs, tubes, mercury devices
- Sharps (needles) to be collected in any rigid sealed container i.e., soft drink bottle
- Small propane canisters

In order to schedule a household hazardous waste collection, contact At Your Door Special Collection: Call 1-800-HHW-PKUP (800) 449-7587 or go to, www.wmatyourdoor.com/

After receiving a request for service, WM Curbside will mail out instructions, a bag to place hazardous materials into, labels, and a confirmation of the collection date.

The **On-Call Door-to-Door Household Hazardous Waste Collection Program** does not collect **electronic waste** or **pharmaceuticals** at this time. Please follow the links for information on how to properly recycle and dispose of those items.

Another option for safe disposal of needles and other **medical sharps is the drop-off kiosk** in front of the San Ramon Valley Fire Protection District office at 1500 Bollinger Canyon Rd. (cross street Crow Canyon Rd.)

If you only have used motor oil and used motor oil filters to recycle, please contact Waste Management at (925) 837-3356 to request curbside collection.

If you have any difficulty obtaining service from **At Your Door Special Collection**, please contact David Krueger of the San Ramon Public Services Dept. at (925) 973-2824 or dkrueger@sanramon.ca.gov

KELLY MOORE USED PAINT DROP-OFF

The Kelly Moore paint store at 2050 San Ramon Valley Boulevard accepts used paint from the public for recycling during business hours:

Monday - Friday: 6:30 AM - 6:00 PM
Saturday: 8:00 AM - 4:00 PM
Sunday: 9:00 AM - 3:00 PM

Residents are strongly encouraged to call the store at 925-743-0293 before dropping off paint. Space in their paint recycling bin is limited and they are unable to accept more paint once it is full. All types of paint (latex and oil-based) are accepted. Each resident is limited to 5 gallons of paint per trip. The paint does not have to be from Kelly Moore. It must be in the original, labeled, leak-proof paint can with a secure lid. Businesses may also use the program. This drop-off location is part of a non-profit State-mandated recycling program called PaintCare and is funded by a PaintCare Recovery Fee charged on all paint sold in California. For more information on the program, including detailed lists of acceptable and unacceptable products please see the **PaintCare website**, www.paintcare.org.

CENTRAL CONTRA COSTA HOUSEHOLD HAZARDOUS WASTE FACILITY

San Ramon residents and businesses which generate small quantities of hazardous wastes are eligible to use the Central Contra Costa Sanitary District/Mt. View Sanitary District Household Hazardous Waste Collection Facility located at 4797 Imhoff Place, Martinez. Hazardous waste generated from households in the central Contra Costa County area will be accepted at no charge upon drop-off. **The facility's hours are on Tuesday, through Saturday, 9 a.m. to 4 p.m. for residents (no appointment necessary), and Tuesday through Saturday for businesses by appointment only.**

State regulations limit the transportation of HHW to 15 gallons or 125 pounds per vehicle per visit. Individual containers are limited to a 5 gallon capacity. There are no limitations on the number of visits per day.

To reach the facility, take Highway 680 north to Highway 4. Take Highway 4 toward Pittsburg (east) and exit at Solano Way. Go under the highway, turning left at Arnold Industrial Way/Imhoff Drive. Turn left at Imhoff Place, where you will see the facility on your right. When transporting household hazardous waste, use closed containers and carefully pack them to prevent tipping, spillage, or breakage during transport.

If you have any questions or need more information, or to make an appointment for your business, please call the Central San HHW Hotline at (800) 646-1431 or visit the Central Contra Costa Sanitary District website, www.centernalsan.org.

PHARMACEUTICAL DISPOSAL PROGRAM

The San Ramon Police Department offers this free service all year round. Disposing of medications down the toilet, drain, or in the garbage is harmful to the environment! Now there's a convenient, no-cost alternative here in San Ramon. Businesses that produce a significant amount of unwanted pharmaceuticals should contract with a private vendor for disposal.

Dispose of your unwanted or expired prescription and non-prescription medications in the Pharmaceutical Disposal Bin located in the lobby of the San Ramon Police Department.

SAN RAMON POLICE DEPARTMENT

Main Police Station
2401 Crow Canyon Rd.
San Ramon, CA 94583
Drop off hours: 8:30 a.m. – 6:00 p.m. Monday – Friday

Please remove pills from the plastic bottles and place them into a baggie. The San Ramon Police Department can provide you with a bag if needed. We will accept liquids and creams in the original container. Please do not bring needles/syringes, as these items will not be accepted.

Needles Drop Box

Waste workers are exposed to potential needle stick injuries and potential infection when inappropriate containers break open inside garbage trucks or sharps become exposed when sent to recycling facilities. Used needles can also cause painful infections and transmit serious diseases such as HIV and hepatitis. If you treat conditions such as diabetes, arthritis or cancer at home and need to dispose of used needles, the District offers a convenient and no cost sharps disposal option. Our Needles Drop Box is available around-the-clock providing for the safe, secure, and environmentally-responsible collection and disposal of needles, syringes, and lancets. Businesses that produce a significant amount of unwanted pharmaceuticals should contract with a private vendor for disposal.

The drop box is located near the front door of the San Ramon Valley Fire Protection District Administrative Office Building

SAN RAMON VALLEY FIRE PROTECTION DISTRICT ADMINISTRATIVE OFFICE BUILDING

1500 Bollinger Canyon Rd. San Ramon, CA 94583
Accessible 24 hours a day, 7 days a week.

By providing this service, the San Ramon Valley Fire Protection District, the City of San Ramon, the Town of Danville, Allied Waste Services and Central Contra Costa Solid Waste Authority hope to reduce the risk of needle sticks in our community. Improper disposal of used or unwanted needles can cause a serious injury and pose significant health risks.



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
www.sanramon.org

SMALL BUSINESS DEVELOPMENT CENTER (SBDC)

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

SBA

409 3rd St, SW
Washington, DC 20416
(800) 827-5722
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
1-800-398-3782
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. Stop by and get a taste of what food service sustainability is all about. Appetizers and refreshments will be served.

LEED

LEED (Leadership and 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.

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 (taxi, tractors, trucks, etc.). For more information, visit www.sanramon.ca.gov.

HELPFUL HINT: SPARING THE AIR

The Bay Area 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.



UTILITIES

GAS & ELECTRIC

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

CERTIFIED GREEN ENERGY PROVIDERS

Renewable Energy Choices – Greenpower (800) 555-7794

WATER

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

TOOLS FOR BUSINESS SUCCESS

THE BOTTOM LINE

Businesses get a full online toolkit at www.sanramon.toolsforbusiness.info

FREE BUSINESS FORMATION & EMPLOYER'S KITS

Business Formation and Employer's Kits are provided FREE. The online version has all the forms and instructions to create a sole proprietorship, partnership, corporation or LLC.

This toolkit includes information on:

- Everything Local!
- Business Planning and Assistance
- Funding Programs
- Business Location and Tax Incentives
- Just Starting Out/Business Formation
- Government Requirements
- Employer Assistance
- Goldmine of Business Books
- Business and Employee Training
- Taking your Business to the Next Step
- Think Globally (International trade)
- Marketing and Selling
- Selling to the Government
- Networking and Social Media for Business
- Using Technology in your Business
- Green Business Practices
- Protecting Your Business and Yourself
- Tools for Tough Economic Times
- Disaster Planning and Recovery
- View Sitemap

EDUCATION OPPORTUNITIES

DIABLO VALLEY COLLEGE

San Ramon Valley Campus
1690 Watermill Road
San Ramon, CA 94582
(925) 866-1822
www.srv.net

ST. MARY'S COLLEGE OF CALIFORNIA

San Ramon Valley Conference Center
3301 Crow Canyon Road
San Ramon, CA 94583
(925) 631-4500
www.stmarysMBA.com

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

LIBRARY

San Ramon Library
100 Montgomery Street
San Ramon, CA 94583
(925) 973-2850

Dougherty Station Library
17017 Bollinger Canyon Road
San Ramon, CA 94582
(925) 973-3380



OTHER RESOURCES (CONTINUED)

LOOKING FOR A VENUE TO HOST YOUR BUSINESS EVENT?

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.sanramon.ca.gov/parks or call (925) 973.3200

**CITY OF SAN RAMON
COMMUNITY CENTERS AND PERFORMING ARTS CENTER**
(925) 973-3200
www.SanRamon.ca.gov or www.SanRamonPerformingArts.com

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

SAN RAMON VALLEY CONFERENCE CENTER
3301 Crow Canyon Road
(925) 866-7612
www.sanramonvalleyconferencecenter.com

Full conference facility including onsite lodging.

COURTYARD BY MARRIOTT
18090 San Ramon Valley Boulevard
(925) 866-2900
www.marriott.com

Three meeting rooms can accommodate up to 40 people.

RESIDENCE INN
1071 Market Place
(925) 277-9292
www.residenceinn.com

One meeting room can accommodate up to 40 people.

SAN RAMON MARRIOTT
2600 Bishop Drive
(925) 277-9292
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.

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

ADDITIONAL INFORMATION

For more information and resources on starting a business, please contact the City of San Ramon at 925-973-2554.

SHOP SAN RAMON FIRST





CITY OF SAN RAMON

2226 Camino Ramon · San Ramon, CA 94583 · (925) 973-2500 · Office Hours: Monday – Friday, 8:30 a.m. – 5:00 p.m.
info@sanramon.ca.gov · www.sanramon.ca.gov