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***What if I'm a Non-Profit Organization or Bank?***

The City of San Ramon requires both Non-Profit Organizations and Banks to obtain a business license but you are exempt from paying any fees. Non-profit organizations must provide a copy of your IRS exemption, State of California exemption or a copy of your articles of incorporation

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***Do I need Police Clearance?***

The following business activities require an annual Police Clearance; Bingo Room Manager, Cardroom Owner, Cardroom Dealer, Cardroom Employee, Dance Permit, Escort Owner, Escort Employee, Fortune Teller, Massage Parlor, Masseuse Technician, Peddler, Solicitor, Taxi Driver, Transient Photographer.

If your business activity requires a Police Clearance, the clearance process must be completed and approved prior to the issuance of the business license. This applies to new business licenses as well as renewals. Please call the County Records Division (925) 335-1570 to make the required appointment to start the clearance process.

Bingo, Cardroom & Massage permits can be processed through the San Ramon Police Dept. Please call (925) 973-2700 to schedule an appointment to start the clearance process.

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***What if I'm a Real Estate Broker or Insurance Broker?***

All Real Estate brokers are required to obtain a City of San Ramon business license. Agents of this broker are considered employees and are covered by this license.

Insurance agents that sell only one type of insurance are not required to have a local license. If you sell more than one type of insurance, or offer a variety of companies for service (i.e. insurance broker) you are required to have a City of San Ramon business license.

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***Is my business license transferable?***

No license issued by the City of San Ramon is transferable. In the event the business is sold, the new owner must complete a business license application and submit with it a bill of sale or transfer of title statement. A new license will be processed based on the current owner information.

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***How do I get free advertising on the Shop San Ramon First web site?***

The City's SHOP SAN RAMON FIRST web site supports our local businesses and helps residents and customers locate goods and services in San Ramon. Listings are FREE of charge but limited to licensed businesses physically located in the City of San Ramon. Annual registration is REQUIRED. Sign up at <http://www.shopsanramonfirst.com>

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***Where should I display my license?***

The City of San Ramon business license should be posted in a conspicuous place at the location of the business. If you are not operating at a permanent location (i.e.; contractor, landscape maintenance) you need to keep a copy with you.

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***What is a State and Federal Identification Number?***

You are required to file an application for an Employment Development Department account number within 15 days after paying more than \$100.00 in wages per calendar quarter to an employee.

Businesses are required to obtain a State Identification Number to report employee taxes to the State. Contact (800) 338-0505.

If you are a corporation or a partnership you should contact the Internal Revenue Service for a Federal Identification number. For more information call the IRS (800) 829-1040.

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***Business License Department  
(925) 973-2510***

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# Business License Information



**City of San Ramon  
2401 Crow Canyon Rd  
San Ramon, CA 94583  
(925) 973-2510  
Fax: (925) 838-3231**

The City of San Ramon welcomes your business to our City. This brochure will answer many of your questions concerning what is required in order to do business in our community.

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### ***Who is required to be licensed?***

All persons or companies conducting or engaging in business in the City of San Ramon are required to obtain a business license and to pay the business license fee. Any business that generates revenue within the city limits. This includes all businesses, trades, retail outlets, service companies, self-employed professionals, home businesses, vending machine operators, manufacturers and their representatives, contractors, independent contractors, wholesalers, residential landlords renting 2 or more units, commercial landlords, amusement and itinerant businesses. If you conduct business in San Ramon from an office located outside of San Ramon, you are also required to obtain a business license.

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### ***When am I required to pay?***

All persons initiating business operations in the City must contact the City of San Ramon to obtain a license application. The business license fee is due at the time the application is processed. The business license is valid for one year from the date of issue. As a courtesy to the business community, the City does send out renewal notices, however it is the responsibility of the individual business owner to be aware of their business license renewal date and to remit payment in a timely manner.

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### ***I don't know what classification code to use.***

The Standard Industrial Code, (SIC), is a universal code used throughout the USA to categorize individual businesses. You can contact our office for help in determining what your SIC is or you can access the official OSHA SIC website at [www.osha.gov/oshstats/sicsr.htm](http://www.osha.gov/oshstats/sicsr.htm)

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### ***Do I need Workers Compensation Insurance?***

If you have one or more employees, the State of California requires you to have Workers Compensation Insurance.

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### ***Can I use a P.O. box for my address?***

No. You must supply the City of San Ramon with the physical location address of your business. You may use a P.O. box for your mailing address.

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### ***Do I need a business license if I work out of my home?***

The City of San Ramon requires a Home Occupational Permit for any business conducted from your residence. Any San Ramon business that does not have a commercial storefront, office or commercial or industrial location is considered to be a home-based business, even if the sales or services are performed outside the residence. Your Home Occupational Permit must first be processed and approved before a business license will be issued. You can contact the Planning Department for more information. (925) 973-2560.

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### ***If I operate a childcare service will I need a City of San Ramon business license?***

If you have eight children or less you are not required to have a City of San Ramon business license. However, you may be subject to zoning requirements. For zoning information contact the Planning Department (925) 973-2560. Please contact Child Care Services in Oakland about requirements to obtain a state child care license at (510) 622-2602.

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### ***Who may qualify for a Fee exemption?***

Business license fees are waived for agricultural businesses, except those engaged in retail activities; benefit activities; charitable businesses; disabled veterans peddling goods; businesses where licensing provisions conflict with Federal or State Law; inter-city freight carriers; non-profit activities; or part-time occupations of a person under the age of 18 or over the age of 65. Those businesses claiming an exemption must file a statement regarding the reason for the claimed Fee exemption on the business license application form.

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### ***Do I need a health permit?***

Any business that engages in the sale of food products, whether from the home or from a commercial location is required to first obtain a Health Permit from the Contra Costa County Health Department. Call (925) 692-2500

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### ***How do I get a business license application packet?***

Here are your options:

1. Request to have an application mailed or emailed. Call our office at (925) 973-2510.
  2. Pickup a packet at our Permit Center at 2401 Crow Canyon Road
  3. Download an application from the web site at [www.sanramon.ca.gov/finance/buslic.htm](http://www.sanramon.ca.gov/finance/buslic.htm)
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### ***Important Information:***

A Seller's Permit is required for all persons selling tangible property which is subject to state sales and use tax. Contact the State Board of Equalization at 1515 Clay Street, Room 303, Oakland, CA or (510) 622-4100

If you serve alcoholic beverages, please contact the Alcoholic Beverage Control Licensing Department at 1515 Clay Street, Room 2208, Oakland, CA or call (510) 622-4970

Food Vendors, contact the Contra Costa Health Department, Environment Health Division at (925) 692-2500

Fictitious Name Statement, contact Contra Costa County Clerk, 555 Escobar Street, Martinez, CA, (925) 335-7900, or their web site at [www.co.contra-costa.ca.us](http://www.co.contra-costa.ca.us). Go to: Departments, Clerk Recorder/Elections

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### ***Do you have complaints against a business?***

All complaints about businesses that cannot be addressed by the Business License office should be referred to the Better Business Bureau at (510) 238-100

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