



**Ca/GOLD Business Permits  
Made Simple**  
California Government:  
On-Line to Desktops

Permit Listing

Business permits and other requirements in the [City of San Jose \(Santa Clara County\)](#) for business types:

- Food Manufacture**
  - Grocery Store**
  - Restaurant**
  - Sidewalk and Street Vending**
- Search for another [Business Type](#)

**For additional assistance, contact:**

Environmental Service Center  
1001 I St., First Floor  
Sacramento, CA 95814  
1-800-468-1786  
[escpac@calepa.ca.gov](mailto:escpac@calepa.ca.gov)

Go directly to [City](#), [County](#), [State](#), [Federal](#), or [Other](#) permit sections

**City**

**Building and Construction Permits:** Required for all new and remodeling construction

Contact: [City of San Jose](#)  
Building Department  
200 East Santa Clara Street, Tower, First Floor  
San Jose, CA 95113-1905  
408-535-3555

Applies to: Food Manufacture; Grocery Store; Restaurant; Sidewalk and Street Vending

**Business License (Business Tax Registration):** Any person or entity carrying on a trade or business must obtain a business license, use and occupancy permit or business tax certificate including those that are located outside the city limits but perform services for customers inside the city limits.

Contact: [City of San Jose](#)  
Finance Department  
801 N 1st, 2nd Floor, Room 217  
San Jose, CA 95110  
408-277-5051

Notes: You can find Business Tax applications and other information on the San Jose City website!

Applies to: Food Manufacture; Grocery Store; Restaurant; Sidewalk and Street Vending

**Fire Prevention Information/Inspection:** Businesses may be subject to a yearly inspection of facility-annual fee may be charged depending on type of business.

Contact: [City of San Jose](#)  
Fire Department  
Code Enforcement  
170 W. San Carlos Street  
San Jose, CA 95113  
408-277-4528

Applies to: Food Manufacture; Grocery Store; Restaurant; Sidewalk and Street Vending

**Hazardous Materials/Underground Storage Tank Permit:** Must obtain permit if storing any hazardous materials in aboveground containers/tanks or in underground storage tanks within incorporated city limits. Businesses that store hazardous materials must file a hazardous materials business plan. Separate permits are required for installing & closing

storage tanks and storage facilities. Contaminated sites from leaking underground storage tanks that are closed will require remediation oversight by the Santa Clara Valley Water District. Contact your local agency for details.

Contact: [City of San Jose](#)  
Fire Department  
Hazardous Materials Division  
170 W. San Carlos Street  
San Jose, CA 95113  
408-277-4659  
408-277-4444

Applies to: Food Manufacture

**Industrial Wastewater Discharge Permit:** Required if a facility discharges industrial wastewater into the sewer.

Contact: [City of San Jose](#)  
Environmental Services Dept/Enforcement  
Division  
Water Pollution Control Plant  
4245 Zanker Road  
San Jose, CA 95134  
408-945-5300

Applies to: Food Manufacture; Grocery Store; Restaurant

**Land Use Permits/Zoning:** Permitted uses, development regulations, zone change, variance, and conditional use permit

Contact: [City of San Jose](#)  
Planning Department  
801 North 1st, Room 400, 4th Floor  
San Jose, CA 95110  
408-277-4576

Applies to: Food Manufacture; Grocery Store; Restaurant; Sidewalk and Street Vending

**Special Permits/Licenses:** The city police department issues special permits/licenses for burglar alarms, massage/adult businesses, peddlers, second-hand dealers, pawnbrokers, places of entertainment, solicitors, taxicabs, etc.- requirements vary from city to city

Contact: [City of San Jose](#)  
Police Department-Permit Unit  
201 West Mission St.  
San Jose, CA 95110  
408-277-4452

Applies to: Food Manufacture; Grocery Store; Restaurant; Sidewalk and Street Vending

Go directly to [City](#), [County](#), [State](#), [Federal](#), or [Other](#) permit sections

## County

**Business Property Statement:** Businesses are required to report all equipment, fixtures, supplies and leasehold improvements held for business use.

Contact: [County of Santa Clara](#)  
Assessor's Office  
Business Property Division  
70 West Hedding  
East Wing, 4th Floor  
San Jose, CA 95110  
408-299-3821

Notes: Property Statements are due January 1 of each year

Applies to: Food Manufacture; Grocery Store; Restaurant; Sidewalk and Street Vending

**California Accidental Release Prevention Program (CalARP):** A business that has more than a threshold quantity of

an acutely hazardous substance in a process may be required to register and submit a Risk Management Plan (RMP) to their local implementing agency. Contact your local agency for details.

**Contact:** [County of Santa Clara/Unidocs](#)  
Department of Environmental Health  
Hazardous Materials Compliance Division  
1555 Berger Drive, Suite 300  
San Jose, CA 95112-2716  
408-918-3400

**Notes:** The associated link connects to uniform guidelines, forms and procedures used throughout Santa Clara County.

Applies to: Food Manufacture

**Fictitious Business Name:** When a business goes by any name other than the owner's real name the business is being operated under a "fictitious name" and must file a "Doing Business As" statement.

**Contact:** [County of Santa Clara](#)  
County Clerk-Recorder  
70 West Hedding, East Wing 1st Floor  
San Jose, CA 95110  
408-299-2160  
408-299-2481

Applies to: Food Manufacture; Grocery Store; Restaurant; Sidewalk and Street Vending

**Hazardous Waste Generator Permit:** Must obtain permit if generating hazardous waste from normal operations of a business. A generator identification number and a taxpayer identification number may be required from state or federal governments. Contact local agency for details.

**Contact:** [County of Santa Clara/Unidocs](#)  
Department of Environmental Health  
Hazardous Materials Compliance Division  
1555 Berger Drive, Suite 300  
San Jose, CA 95112-2716  
408-918-3400

**Notes:** The associated link connects to uniform guidelines, forms and procedures used throughout Santa Clara County.

Applies to: Food Manufacture

**Health Permit:** Required for all retail markets, bars, restaurants, catering trucks and mobile food preparation vehicles, health food stores, temporary event food booths, vending machines

**Contact:** [County of Santa Clara](#)  
Department of Environmental Health  
1555 Berger Drive, Suite 300  
San Jose, CA 95112-2716  
408-918-3400

**Notes:** Hazardous Materials Permit is required from the Department of Environmental Health for the cities of Palo Alto, Mountain View, Campbell, Monte Sereno, Los Altos, Cupertino, Saratoga, San Jose, Los Altos Hills, Milpitas, Los Gatos, Morgan Hill, and San Martin.

Applies to: Food Manufacture; Grocery Store; Restaurant; Sidewalk and Street Vending

**On-Site Hazardous Waste Treatment Permit:** Must obtain permit if treating on-site hazardous waste from normal operations of a business.

**Contact:** [County of Santa Clara/Unidocs](#)  
Department of Environmental Health  
Hazardous Materials Compliance Division  
1555 Berger Drive, Suite 300  
San Jose, CA 95112-2716  
408-918-3400

**Notes:** The associated link connects to uniform guidelines, forms and procedures used throughout Santa Clara County.

Applies to: Food Manufacture

**Weights and Measures Device Registration:** Businesses commercially using scales, fuel pumps, electronic or manual price lookup scanner devices, meters, or other measuring devices must ensure proper calibration and pass inspections

**Contact:** [County of Santa Clara](#)  
Department of Agriculture  
Division Of Weights and Measures

**Notes:** The sale of scales to anyone in California must be reported to the local county Weights and Measures Office.

1553 Berger Drive, Building 1  
San Jose, CA 95112  
408-299-4701

Applies to: Food Manufacture; Grocery Store; Restaurant; Sidewalk and Street Vending

Go directly to [City](#), [County](#), [State](#), [Federal](#), or [Other](#) permit sections

### Regional

**Authority to Construct/Permit to Operate:** Stationary sources of air emissions from specific types of equipment, industrial processes, paints and solvents, and some consumer products, must be permitted.

Contact: [Bay Area Air Quality Management District](#)

939 Ellis Street  
San Francisco, CA 94109  
415-771-6000  
415-928-8560

Applies to: Food Manufacture; Restaurant

Go directly to [City](#), [County](#), [State](#), [Federal](#), or [Other](#) permit sections

### State

**Air Tanks Permit:** Required of all businesses using (1) pressurized tanks with a volume greater than 1.5 cubic feet and containing greater than 150 PSI (pounds per square inch) of air; (2) Steam boilers over 15 PSI; or (3) retail stationary propane tanks.

Contact: [Department of Industrial Relations](#)

Pressure Vessel Unit-North  
1515 Clay Street, Ste. 1302  
Oakland, CA 94612  
510-622-3066

Applies to: Food Manufacture

**Alcoholic Beverage License:** Any person or entity seeking to sell alcoholic beverages must be licensed. Apply for the license in person and allow a minimum of 45 to 50 days to process the application. The law precludes issuance in less than 30 days.

Contact: [Department of Alcoholic Beverage Control](#)

Northern Division  
[For office locations...](#)

Applies to: Grocery Store; Restaurant

**Alcoholic Beverage Tax:** Entities selling, manufacturing, importing or distributing alcoholic beverages must register

Contact: [State Board of Equalization](#)

Special Taxes Department  
Excise Taxes Division  
Excise Taxes Division, MIC:56  
P.O. Box 942879  
Sacramento, CA 94279-0056  
1-800-400-7115

Applies to: Grocery Store

**Cigarette and Tobacco Products Tax:** Entities who are a distributor or a wholesaler of cigarettes or tobacco products, or who purchase products for retail sale where the tax has yet to be paid must register

Contact: [State Board of Equalization](#)

Special Taxes Department  
Excise Taxes Division  
Excise Taxes Division, MIC:56

P.O. Box 942879  
Sacramento, CA 94279-0056  
1-800-400-7115

Applies to: Grocery Store

**Corporation, Company or Partnership Filings:** If you are considering becoming a corporation, (either stock or nonprofit), a limited liability company or a partnership (limited, or limited liability), you must file with the Secretary of State's Office.

**Contact:** [Secretary of State](#)  
California Business Portal  
1500 11th Street  
Sacramento, CA 95814  
916-657-5448

*Notes:* Also, if you are conducting business as one of the following, you must file a bond with the Secretary of State's Office: immigration consultant, credit services organization, dance studio, discount buying organization, employment agency, employment counseling service, invention developer, job listing service, nurses registry, or auctioneer or auction company.

Applies to: Food Manufacture; Grocery Store; Restaurant; Sidewalk and Street Vending

**Discrimination Law:** Harassment or discrimination in employment is prohibited if it is based on a person's race, ancestry, national origin, color, sex (including pregnancy), sexual orientation, religion, physical disability (including AIDS), mental disability, marital status, medical condition (cured cancer), and refusal of family care leave. Discrimination in housing, public services and accommodations is also prohibited.

**Contact:** [Department of Fair Employment and Housing](#)  
2570 North First Street, Suite 480  
San Jose, CA 95131  
1-800-884-1684  
408-325-0344

*Notes:* Employers must post the Harassment or Discrimination in Employment notice (DFEH162) and provide their employees with a copy of the DFEH's information sheet on sexual harassment (DFEH 185) or a statement that contains equivalent information. Employers must also provide notice of an employee's right to request pregnancy disability leave or transfer, as well as notice to request a family and medical care leave (CFRA). Employers with 5 or more employees must maintain all personnel records for a minimum of 2 years.

Applies to: Food Manufacture; Grocery Store; Restaurant; Sidewalk and Street Vending

**Industrial Activities Storm Water General Permit:** National Pollutant Discharge Elimination System (NPDES) General Permit No. CAS000001 includes waste discharge requirements for discharges of storm water associated with industrial activities, excluding construction activities.

**Contact:** [Cal/EPA](#)  
Water Resources Control Board  
[For office locations...](#)

*Notes:* For discharges of wastewater other than to a sanitary or industrial sewer, contact the Regional Water Quality Control Board in your Region to determine waste discharge requirements and if the filing of a Report of Waste Discharge is necessary.

Applies to: Grocery Store; Restaurant; Food Manufacture

**Occupational Safety and Health Information:** Businesses with employees must prepare an Injury and Illness Prevention Plan. The state provides a no-fee consultation service to assist employers with preventing unsafe working conditions and workplace hazards.

**Contact:** [Department of Industrial Relations](#)  
Employee Safety Information  
2010 North 1st Street, Suite 401  
San Jose, CA 95131  
408-452-7288

*Notes:* Certain Permits/Licenses/Certifications may be required for compliance with Health & Safety Standards, General Industry Safety Order, Carcinogen Regulations and Construction Safety Orders i.e. excavation/trenching, asbestos related work, crane/derrick operation, air/liquid-petroleum gas tanks, etc.

Applies to: Food Manufacture; Grocery Store; Restaurant; Sidewalk and Street Vending

**Processed Food Registration:** Required for all processors, manufacturers, packers and holders of processed food, and businesses shipping food products intra or inter-state.

**Contact:** [Department of Public Health](#)  
Food and Drug Branch  
1500 Capitol Avenue MS 7602  
PO Box 997435  
Sacramento, CA 95899-7435  
916-322-2632  
916-650-6500

Applies to: Food Manufacture

**Produce Dealers License:** Firms engaged in buying, receiving on consignment, soliciting for sale or consignment, or negotiating the sale of California farm products from a producer, dealer, broker, or commission merchant for resale must obtain this license.

**Contact:** [Department of Food and Agriculture](#)  
Market Enforcement Branch  
[For office locations...](#)

Applies to: Grocery Store

**Registration Form for Employers:** Required to file a registration form within 15 days after paying more than \$100.00 in wages to one or more employees. No distinction is made between full-time and part-time or permanent and temporary employees in meeting this requirement.

**Contact:** [Employment Development Department](#)  
Employment Tax Customer Service Office  
[For office locations...](#)

Applies to: Food Manufacture; Grocery Store; Restaurant; Sidewalk and Street Vending

**Sales & Use Permit (Seller's Permit):** All businesses selling or leasing tangible property must obtain a Seller's Permit.

**Contact:** [State Board of Equalization](#)  
Sales/ Use Tax Division  
[For office locations...](#)

*Notes:* For Additional information about RESALE CERTIFICATE go to this website:  
[www.boe.ca.gov/sutax/faqresale.htm](http://www.boe.ca.gov/sutax/faqresale.htm)

Applies to: Food Manufacture; Grocery Store; Restaurant; Sidewalk and Street Vending

**State EPA Identification Number:** Required of businesses that generate, surrender to be transported, transport, treat, or dispose of hazardous waste.

**Contact:** [Department of Toxic Substances Control](#)  
Generator Information Services  
1001 I Street  
Sacramento, CA 95814-2828  
800-618-6942  
916-255-1136

*Notes:* DTSC issues State Generator EPA ID Numbers. You may be referred to Federal EPA if you generate over 100 kg per month of RCRA waste (1-415-495-8895) or 1 \*800) 6186942 or outside California (916) 255=1136

Applies to: Food Manufacture; Grocery Store

**State Income Tax Information:** Businesses should obtain the appropriate State income tax forms from the Franchise Tax Board.

**Contact:** [Santa Clara County](#)  
Tax Collector's Office  
70 W. Hedding Street, East Wing, 6th Floor  
San Jose, CA 95110  
800-852-5711  
408-808-7900

Applies to: Food Manufacture; Grocery Store; Restaurant; Sidewalk and Street Vending

**State Income Tax Information:** Businesses should obtain the appropriate State income tax forms from the Franchise Tax Board.

**Contact:** [Franchise Tax Board](#)

*Notes:* All businesses are required to submit a Business

Business Entities Division  
P.O. Box 942857  
Sacramento, CA 94257  
1-888-635-0494

Income Tax statement annually.

Applies to: Food Manufacture; Grocery Store; Restaurant; Sidewalk and Street Vending

**Wage/Hour Laws:** Businesses with employees must comply with laws establishing minimum standards for wages, hours and working conditions.

Contact: [Department of Industrial Relations](#)  
Labor Standards Enforcement  
[For office locations...](#)

Applies to: Food Manufacture; Grocery Store; Restaurant; Sidewalk and Street Vending

**Waste Discharge Requirements (WDR's):** Any facility or activity that discharges, or proposes to discharge, waste that may affect groundwater quality or from which waste may be discharged in a diffused manner (e.g., erosion from soil disturbance) must first obtain waste discharge requirements

Contact: [Cal/EPA](#)  
Water Resources Control Board  
[For office locations...](#)

Notes: For discharges of wastewater other than to a sanitary or industrial sewer, contact the Regional Water Quality Control Board in your Region to determine waste discharge requirements and if the filing of a Report of Waste Discharge is necessary.

Applies to: Food Manufacture; Restaurant; Grocery Store

**Workers' Compensation Information:** Businesses with employees must maintain Workers' Compensation Insurance coverage on either a self-insured basis, or provided through a commercial carrier, or the State Workers' Compensation Insurance Fund.

Contact: [Department of Industrial Relations](#)  
Division of Workers' Compensation  
6203 San Ignacio Avenue  
San Jose, CA 95119  
408-363-7600

Applies to: Food Manufacture; Grocery Store; Restaurant; Sidewalk and Street Vending

**Go directly to [City](#), [County](#), [State](#), [Federal](#), or [Other](#) permit sections**

### Federal

**Employer Identification Number (EIN or SSN):** Employers with employees, business partnerships, and corporations, must obtain an Employer Identification Number from the I.R.S. Businesses can obtain appropriate Federal income tax forms from this location.

Contact: [US Department of Treasury](#)  
Internal Revenue Services  
55 South Market Street  
San Jose, CA 95113  
800-829-1040  
408-817-6747

Applies to: Food Manufacture; Grocery Store; Restaurant; Sidewalk and Street Vending

**Proof of Residency Requirement:** Employees hired after November 6, 1986 must provide proof of eligibility to work in the United States.

Contact: [US Immigration and Naturalization Service](#)  
[For office locations...](#)

Notes: All U.S. employers must complete and retain a Form I-9 for each individual they hire for employment in the United States. This includes citizens and noncitizens.

Applies to: Food Manufacture; Grocery Store; Restaurant; Sidewalk and Street Vending

**United States Food and Agriculture Food Stamp Authorization Permit:** To obtain authorization for your firm to accept food stamps, or EBT benefit cards

**Contact:** [U.S. Department of Agriculture](#)  
Food and Nutrition Service  
1400 Independence Ave., S.W.  
Washington, DC 95814

Applies to: Grocery Store

Go directly to [City](#), [County](#), [State](#), [Federal](#), or [Other](#) permit sections

#### Other

**Consulting Training and Financial Assistance:** May be used for business assistance information and answers to basic business questions. Business owners can utilize consultant and information resources to examine new business opportunities, to develop financial or marketing skills, or to evaluate virtually any part of their business.

**Contact:** [Silicon Valley Small Business Development Center](#)  
84 West Santa Clara Street  
Suite 100  
San Jose, CA 95113  
408-494-0240

**Notes:** Provides services in northern Santa Clara and southern San Mateo counties

Applies to: Food Manufacture; Grocery Store; Restaurant; Sidewalk and Street Vending

**Consulting Training and Financial Assistance:** May be used for business assistance information and answers to basic business questions. Business owners can utilize consultant and information resources to examine new business opportunities, to develop financial or marketing skills, or to evaluate virtually any part of their business.

**Contact:** [Gavilan College Small Business Development Center](#)  
7436 Monterey Street  
Gilroy, CA 95020  
408-847-0373

**Notes:** Provides services in southern Santa Clara, San Benito and Monterey (east of Hwy 101) counties

Applies to: Food Manufacture; Grocery Store; Restaurant; Sidewalk and Street Vending

**Consulting, Training and Financial Assistance:** A local SBDC may be able to provide information and assistance to basic business questions. Consultation services may include examination of business opportunities, preparation of business plans, development of marketing skills and location of financial assistance. Some sessions may be free of charge.

**Contact:** [California Technology, Trade & Commerce Agency](#)  
Small Business Development Centers (SBDCs)  
1102 Q Street, Suite 6000  
Sacramento, CA 95814  
916-324-5068  
916-303-6600

**Notes:** For local SBDC office locations go to website - Homepage - Business & Community Resources - Small Businesses - Listing of SBDC Offices by Name..

Applies to: Food Manufacture; Grocery Store; Restaurant; Sidewalk and Street Vending

**Resource for Business Assistance Programs:** Resource for information on the City of San Jose's business assistance programs, including financial assistance, employee recruitment, and entrepreneurship training.

**Contact:** [City of San Jose](#)  
Office of Economic Development  
200 East Santa Clara Street  
San Jose, CA 95113  
408-535-8181

Applies to: Food Manufacture; Grocery Store; Restaurant; Sidewalk and Street Vending

**Service Corps of Retired Executives Association (SCORE):** Retired executives provide guidance, management

counseling and training to first-time entrepreneurs and current small business owners.

Contact: [Service Corps of Retired Executives Association \(SCORE\)](#)  
[For office locations...](#)

Applies to: Food Manufacture; Grocery Store; Restaurant; Sidewalk and Street Vending

**U.S. Small Business Administration (SBA):** Provides assistance with special programs for women and minorities, financing for starting businesses, including developing business plans and providing information on other SBA programs.

Contact: [U.S. Small Business Administration \(SBA\)](#)  
[For office locations...](#)

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**California Environmental Protection Agency**

CalGOLD Program, <http://www.calgold.ca.gov>

CalGOLD staff, [calgold@calepa.ca.gov](mailto:calgold@calepa.ca.gov)

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