



Permit Listing

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

- Other Services to Buildings and Dwellings**
- Janitorial Cleaning Maintenance Services**

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

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 Redwood City**
Building Department
1017 Middlefield Road
Redwood City, CA 94063
650-780-7350

Applies to: Other Services to Buildings and Dwellings; Janitorial Cleaning Maintenance Services

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 Redwood City](#)
Finance Department
1017 Middlefield Road
Redwood City, CA 94063
650-780-7214

Applies to: Other Services to Buildings and Dwellings; Janitorial Cleaning Maintenance Services

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 Redwood City**
Fire Department
755 Marshall Street
Redwood City, CA 94063
650-780-7400

Applies to: Janitorial Cleaning Maintenance Services; Other Services to Buildings and Dwellings

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

Contact: **South Bayside System Authority**

1400 Radio Road
Redwood City, CA 94065
650-591-7121
650-594-8411 x 141

Applies to: Other Services to Buildings and Dwellings; Janitorial Cleaning Maintenance Services

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

Contact: [City of Redwood City](#)

Planning Department
1017 Middlefield Road
Redwood City, CA 94063
650-780-7234

Applies to: Janitorial Cleaning Maintenance Services; Other Services to Buildings and Dwellings

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 Redwood City**

Police Department
1301 Maple Street
Redwood City, CA 94063
650-780-7100

Applies to: Other Services to Buildings and Dwellings; Janitorial Cleaning Maintenance Services

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 San Mateo](#)

Assessor's Office
Business Property Division
555 County Center, Third Floor
Redwood City, CA 94063
650-363-4501

Notes: Property Statements are due January 1 of each year

Applies to: Janitorial Cleaning Maintenance Services; Other Services to Buildings and Dwellings

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 San Mateo](#)

Clerk's Office
Business Services
555 County Center, 1st Floor
Redwood City, CA 94063
(650) 363.4500

Applies to: Janitorial Cleaning Maintenance Services; Other Services to Buildings and Dwellings

Hazardous Materials/Waste Generate Program: Subject to business plan and/or accidental release program through local CUPA or designated county agency if handling any hazardous materials, generating or treating hazardous waste, storing in aboveground or underground storage tanks.

Contact: [County of San Mateo](#)
Department of Environmental Health
455 County Center
4th Floor
Redwood City, CA 94063
650-363-4305

Applies to: Other Services to Buildings and Dwellings; Janitorial Cleaning Maintenance Services

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: Janitorial Cleaning Maintenance Services

Contractor's License: In general, all persons or businesses constructing or altering, moving, wrecking, or demolishing any building, highway, road, parking facility, railroad, excavation or other structure, project, development or improvement must be licensed as a contractor if the total cost of labor and materials for a project is \$500 or more. A license is also needed to do any work as a subcontractor or specialty contractor, and persons engaged in the business of home improvement.

Contact: [Department of Consumer Affairs](#)
Contractors State License Board
9821 Business Park Drive
Sacramento, CA 95827
800-321-2752
916-255-3900

Applies to: Other Services to Buildings and Dwellings

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: Other Services to Buildings and Dwellings; Janitorial Cleaning Maintenance Services

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](#)
1515 Clay Street, Suite 701
Oakland, CA 94612
1-800-884-1684

Notes: Employers must post the Harassment or Discrimination in Employment notice (DFEH 162) 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: Janitorial Cleaning Maintenance Services; Other Services to Buildings and Dwellings

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: Janitorial Cleaning Maintenance Services

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
1065 East Hillsdale Boulevard
Suite 110
Foster City, CA 94404
650-573-3812

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: Janitorial Cleaning Maintenance Services; Other Services to Buildings and Dwellings

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: Other Services to Buildings and Dwellings; Janitorial Cleaning Maintenance Services

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

Applies to: Other Services to Buildings and Dwellings; Janitorial Cleaning Maintenance Services

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: Janitorial Cleaning Maintenance Services

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

Contact: [Franchise Tax Board](#)
50 Fremont Street
Suite 900
San Francisco, CA 94102-6073
800-852-5711

Applies to: Janitorial Cleaning Maintenance Services; Other Services to Buildings and Dwellings

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

Contact: [Franchise Tax Board](#)
Business Entities Division
P.O. Box 942857
Sacramento, CA 94257
1-888-635-0494

Notes: All businesses are required to submit a Business Income Tax statement annually.

Applies to: Other Services to Buildings and Dwellings; Janitorial Cleaning Maintenance Services

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: Janitorial Cleaning Maintenance Services; Other Services to Buildings and Dwellings

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: Other Services to Buildings and Dwellings; Janitorial Cleaning Maintenance Services

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
150 4th Street
Suite 400
San Francisco, CA 94103
415-974-8200

Applies to: Janitorial Cleaning Maintenance Services; Other Services to Buildings and Dwellings

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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: Other Services to Buildings and Dwellings; Janitorial Cleaning Maintenance Services

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: Janitorial Cleaning Maintenance Services; Other Services to Buildings and Dwellings

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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](#)

Notes: Provides services in northern Santa

Development Center
84 West Santa Clara Street
Suite 100
San Jose, CA 95113
408-494-0240

Clara and southern San Mateo counties

Applies to: Other Services to Buildings and Dwellings; Janitorial Cleaning Maintenance Services

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: **San Francisco Small Business Development Center**
711 Van Ness Avenue, Suite 305
San Francisco, CA 94102
415-561-1890

Notes: Provides services in San Francisco & Northern San Mateo counties

Applies to: Janitorial Cleaning Maintenance Services; Other Services to Buildings and Dwellings

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: Other Services to Buildings and Dwellings; Janitorial Cleaning Maintenance Services

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: Janitorial Cleaning Maintenance Services; Other Services to Buildings and Dwellings

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

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