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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, Cardroom, Massage permits, Bingo Room Manager, Cardroom Owner, Cardroom Dealer, Cardroom Employee, Dance Permit, Escort Owner, Escort Employee, Fortune Teller, Massage Parlor, Masseur Technician, Peddler, Solicitor, Taxi Driver.

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 San Ramon Police Dept. (925) 973-2700 to make the required 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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***Do I have to have 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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***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

**7000 Bollinger Canyon Road  
San Ramon, CA 94583  
Telephone: 925.973.2510  
Fax: 925.830.0100**

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/sicseser.htm](http://www.osha.gov/oshstats/sicseser.htm)

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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 City Planning Department (925) 973-2560. Please contact ChildCare Services in Oakland about requirements to obtain a state child care license. (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 form the Contra Costa County Health Department. (925) 692-2500

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***How can I get a business license application?***

You have several options.

1. You can call our office and we can either mail a Business License packet or FAX an application. (925) 973-2510
  2. You can pickup a Business License packet by visiting our Administrative Office at 2228 Camino Ramon.
  3. You can download an application from our City of San Ramon website.  
[www.sanramon.ca.gov](http://www.sanramon.ca.gov)
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***To learn more about....***

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

If you are serving alcoholic beverages, you may need to apply with the Alcoholic Beverage Control Licensing. Contact ABC Dept. 1515 Clay Street, Room 2208, Oakland, CA 94612 or Call (510) 622-4970

Food Vendors, call Environment Health (925) 646-5225

Fictitious Name Statement contact Contra Costa County Clerk (925) 335-7900  
555 Escobar Street, Martinez, CA  
Website: [www.co.contra-costa.ca.us](http://www.co.contra-costa.ca.us)

Go to: Departments, Clerk Recorder/Elections

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***Complaints against businesses....***

All complaints about businesses that can not be addressed by the Business License Office should be referred to the Better Business Bureau (510) 238-1000.