



### ***Saratoga Business License***

All businesses located or conducting business, either for profit or non-profit, within Saratoga are required to obtain a business license from the City of Saratoga. Some, but not necessarily all, of the conditions that would require you to have a business license are listed here:

- You have a Fictitious Business Name certificate
- You have a State Board of Equalization Resale Permit
- You have a listing in the commercial directory of the Yellow Pages, Business White Pages, newspaper, local business guide, real estate multiple listing books, business web page, or other similar listings
- You have a home-based business
- You are a construction contractor, handyman, landscaper, housecleaner, or come into the City to perform some other service
- You have a non-profit business in Saratoga (Note: non-profits are not assessed a business license tax, however, non-profits are required to register with the City and renew their license each year. Non-profits are subject to business license processing fees.)
- You own commercial and/or residential properties for lease in Saratoga
- Your company manages the commercial and/or residential property leasing responsibilities for the owner of properties in Saratoga
- You operate a vehicle over the streets of Saratoga for the purpose of pick-up or delivery
- You are an independent contractor working in Saratoga  
(<http://www.irs.gov/businesses/small/article/0,,id=179115,00.html>)

### ***Business License Application***

To apply for a business license, complete a business license application and submit it either to the Community Development Department counter or mail it to: Business License, City of Saratoga, 13777 Fruitvale Avenue, Saratoga CA 95070. Applications are available online at [www.saratoga.ca.us/buslicense](http://www.saratoga.ca.us/buslicense) or at Saratoga City Hall, located at 13777 Fruitvale Avenue in Saratoga.

All applicants must complete the Business Information, Business Owner Information, Workers' Compensation Declaration, Affidavit, and Business License & Tax sections of the application. Construction contractors should also include their contractor's license number, class, and expiration date in the building contractors section of the application.

### ***Zoning & Planning***

The Community Development Department's Planning Division reviews business license applications to determine if the business is in line with permitted uses for the business location. For more information, contact the Community Development Department at (408) 868-1222 or visit the Planning Counter Monday through Thursday between 7:30 a.m. – 12:00 p.m. at 13777 Fruitvale Avenue in Saratoga.

### ***Regulatory Permits***

Some Saratoga businesses are subject to regulatory permits. For example, massage establishments must obtain regulatory permits to operate in Saratoga. Regulatory fees, assessed after obtaining a business license, are in addition to the business license tax and processing fees. Information about business regulation fees can be found in the City's Fee Schedule, which is available online at [www.saratoga.ca.us/buslicense](http://www.saratoga.ca.us/buslicense).

## ***Other Business Regulations***

In addition to a Saratoga business license, you may be subject to other requirements. This section contains contact information for some of the regulation agencies that you may need to contact or register with.

### Alcoholic Beverage License

*For businesses that plan to sell alcoholic beverages.*

San Jose Field Office  
100 Paseo de San Antonio, Room 119  
San Jose, CA 95113  
(408) 277-1200  
[www.abc.ca.gov/](http://www.abc.ca.gov/)

### Fictitious Business Name

*All businesses are required to register a Fictitious Business Name with the County Clerk.*

County Clerk-Recorder's Office  
70 West Hedding Street – East Wing, First Floor  
San Jose, CA 95110  
(408) 299-5665  
[www.clerkrecorder.org/](http://www.clerkrecorder.org/)

### California Contractors State License Board

*Contractor's license required for all building contractors.*

Oakland Branch  
1515 Clay Street, Suite 1105  
Oakland, CA 94612  
1 (800) 321-2752  
[www.cslb.ca.gov/](http://www.cslb.ca.gov/)

### Internal Revenue Service

*For information on federal employee withholdings, self-employment tax, sole proprietorship, partnership and corporate taxes, and employer identification numbers.*

1 (800) 829-4933  
San Jose Branch  
55 S. Market Street  
San Jose, CA 95113  
[www.irs.gov/](http://www.irs.gov/)

### California Department of Consumer Affairs

*Information about licensing information for more than 100 business and 200 professional categories, from auto repair to accountants, cosmetologists, doctors, and more.*

1625 North Market Boulevard, Suite N 112  
Sacramento, CA 95834  
1 (800) 952-5210  
[www.dca.ca.gov/](http://www.dca.ca.gov/)

### Santa Clara County Environmental Health Permits

*Environmental Health Department permits are required for businesses that sell food or operate a public pool or spa.*

1555 Berger Drive, Suite 300  
San Jose, CA 95112  
(408) 918-3400  
[www.ehinfo.org/](http://www.ehinfo.org/)

### California Employment Development Department

*For information on state employee withholdings and payroll taxes.*

San Jose Field Office  
906 Ruff Drive  
San Jose, CA 95110  
1 (800) 745-3886  
[www.edd.ca.gov/](http://www.edd.ca.gov/)

### Santa Clara County Fire Inspections

*For information about annual fire inspections.*

14700 Winchester Boulevard  
Los Gatos, CA 95032  
(408) 378-4010  
[www.sccfd.org/inspections.html](http://www.sccfd.org/inspections.html)

### California Franchise Tax Board

*All businesses in California must submit an annual tax statement to the Franchise Tax Board.*

San Francisco Field Office  
121 Spear Street, Suite 400  
San Francisco, CA 94105  
1 (800) 338-0505  
[www.ftb.ca.gov/](http://www.ftb.ca.gov/)

### Seller's Permit

*Businesses in California that sell tangible property are required to have a Seller's Permit.*

California Board of Equalization Field Office  
250 South Second Street  
San Jose, CA 95113  
(408) 277-1231  
[www.boe.ca.gov/](http://www.boe.ca.gov/)

California Secretary of State

*For information about forming a corporation and filing articles of incorporation.*

1500 11<sup>th</sup> Street  
Sacramento, CA 95814  
(916) 653-6814

[www.sos.ca.gov/business/](http://www.sos.ca.gov/business/)

Worker's Compensation Insurance

*Employers in California are required to provide workers' compensation insurance.*

San Jose Office  
100 Paseo de San Antonio, Room 241  
San Jose, Ca 95113  
(408) 377-1246

[www.dir.ca.gov/DWC/Employer.htm](http://www.dir.ca.gov/DWC/Employer.htm)

***Business Resources***

This section contains information about resources for Saratoga's business community.

Better Business Bureau

*Private, non-profit organization that monitors and reports on the business practices of companies.*

1112 S. Bascom Avenue  
San Jose, CA 95128  
(408) 278-7400

<http://sanjose.bbb.org/Home.aspx>

Saratoga Chamber of Commerce

*Serves the Saratoga business community through a variety of services and programs.*

14460 Big Basin Way  
Saratoga, CA 95070  
(408) 867-0753

[www.saratogachamber.org/](http://www.saratogachamber.org/)